



# **Holmes Community College District**

Ridgeland • GOODMAN • Grenada



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**BULLETIN  
2002**



Please direct all correspondence concerning the following to the officers indicated:

**ADMISSIONS** - Director of Admissions and Records, Holmes Community College, Post Office Box 398, Goodman, MS 39079. Telephone: 662-472-2312 or 662-472-9023.

**ATTALA EDUCATION CENTER** - 254 Highway 12 West, Kosciusko, MS 39090. Telephone: 662-290-0808, Fax 662-290-0810.

**DORMITORY ACCOMMODATIONS** - (Goodman Campus Only) Director of Housing, Post Office Box 369, Holmes Community College, Goodman, MS 39079. Telephone: 662-472-2312 or 662-472-9001.

**FINANCIAL AID** - Director of Financial Aid, Holmes Community College, Post Office Box 216, Goodman, MS 39079. Telephone: 662-472-2312 or 662-472-9028.

**GRENADA CENTER** - Holmes Community College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 662-226-0830. Associate Degree Nursing: 662-227-2305.

**RIDGELAND CAMPUS** - Holmes Community College, Ridgeland Campus, 412 W. Ridgeland Ave., Ridgeland, MS 39157. Telephone: 601-856-5400.

**VOCATIONAL-TECHNICAL DEPARTMENT** - Goodman Campus, 472-9058; Ridgeland Campus, 601-605-3312; Grenada Campus-662-227-2304.

**WORKFORCE DEVELOPMENT** - Holmes Community College, Attala Education Center, 254 Highway 12 West, Kosciusko, MS 39090. Telephone: 662-290-0808.

**EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS** - Contact the campus you wish to attend.

The information contained herein is official as of November 30, 2001. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

If changes are made, they will be published by the Vice-President for Academic Programs in the form of an official amendment to the bulletin. The amendments are available from that office upon request by phoning (662) 472-2312 or 472-9035.

Holmes Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, age, or disability (unless job-related).



Vo. 75

2002

No. 1

# **BULLETIN**

## **HOLMES COMMUNITY COLLEGE**

**Ninety-First Session  
Begins Monday, August 19, 2002**

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Education is Training For Complete Living

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## ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education  
 Southern Association of Colleges and Secondary Schools  
 Mississippi Junior College Literary and Athletic Association  
 American Association of Community and Junior Colleges  
 Mississippi Association of Colleges  
 National Junior College Athletic Association

Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.



## BOARD OF TRUSTEES

D.P. McGowan, President .....	Yazoo City
Dewitte Belk, Vice-President .....	Kosciusko
Charlie Donald, Secretary .....	Goodman
James Alford .....	Carrollton
Walter Alford .....	Winona
Ernest Adcock .....	Ridgeland
Harvey Black .....	McCool
Ruby R. Brady .....	Grenada
Barry Stidham .....	Ackerman
Margaret M. Davis .....	Grenada
Martha W. Davis .....	Lexington
Susan Murphy .....	Carrollton
Hugh Gibson .....	Eupora
Harold Hammett, Jr. ....	Lexington
Michael Kent .....	Flora
Dale McBride .....	Durant
John Smith .....	Yazoo City
Carolyn Swanson .....	Winona
Judge Nelson .....	Lexington
Jimmy W. Powell .....	Walthall
Walter Roberts .....	Lexington
David Spears .....	Ethel



## **BOARDS OF SUPERVISORS 2000-2004**

### **ATTALA COUNTY**

District 1 - John E. Womble  
District 2 - Charles P. Fancher  
District 3 - Troy Hodges  
District 4 - Dewitte Adcock, Jr.  
District 5 - H. Wade Shumaker

### **CARROLL COUNTY**

District 1 - Neal Blaylock  
District 2 - Lloyd D. Ashmore  
District 3 - Marvin Coward  
District 4 - Bobby Cobbins  
District 5 - Mike Oliver

### **CHOCTAW COUNTY**

District 1 - Archie Collins  
District 2 - Larry McClain  
District 3 - Paul Wayne Henson  
District 4 - Thomas Higgins  
District 5 - Kay Bowie

### **GRENADA COUNTY**

District 1 - Ricky Marter  
District 2 - A. J. Minger, Jr.  
District 3 - Christopher Hankins  
District 4 - Cecil Shelton  
District 5 - James Cummins

### **HOLMES COUNTY**

District 1 - Norman Cobbins, Jr.  
District 2 - T.A. "Sonny" McCrory  
District 3 - Danny Gnemi  
District 4 - James R. Johnson  
District 5 - Odell Hampton, Jr.

### **MADISON COUNTY**

District 1 - Bill Banks  
District 2 - Marc Sharpe  
District 3 - David H. Richardson  
District 4 - Karl Banks  
District 5 - Paul Griffin

### **MONTGOMERY COUNTY**

District 1 - Jerry Blakely  
District 2 - Kenneth W. Ware  
District 3 - Lindsey Roberts, Jr.  
District 4 - James Wood  
District 5 - Annie Jean Campbell

### **WEBSTER COUNTY**

District 1 - James Woodward  
District 2 - Stanley Pepper  
District 3 - Travis Lynn Lamb  
District 4 - Larry Crowley  
District 5 - Casey Weeks

### **YAZOO COUNTY**

District 1 - Carrol McGraw  
District 2 - Sam S. Fisher  
District 3 - Herman Leach  
District 4 - Edward L. Dew  
District 5 - Cobie Collins



# SCHOOL CALENDAR 2002 — 2003

## SUMMER SCHOOL 2002

First Term Day .....	May 30 - June 28
Second Term Day .....	July 2 - August 2
First Term Night (Grenada Only) .....	May 29 - June 27
Second Term Night (Grenada Only) .....	July 2 - August 2
Full Summer Night Term .....	June 3 - July 30
May 27 .....	Memorial Day Holiday
July 4, 5 .....	July Fourth Holidays

## FALL SEMESTER 2002

August 13, 16 .....	Faculty Meetings
August 14, 15 .....	Orientation and Registration
August 18 (3:00 p.m. - 6:00 p.m.) .....	Dorms Open
August 19 (8:00 a.m.) .....	Classes Begin
August 23 .....	Last day for registration & adding courses
September 2 .....	Labor Day Holiday
October 11 .....	Mid-Semester grades due
October 21 .....	Last day to drop a day class with a "W" or to Audit
Last Day to drop a class with a "W" for night, online, week-end, summer and accelerated classes is half-way of the total number of class meetings	
October 25 .....	Last day for graduates to qualify for graduation
November 27 - 29 .....	Thanksgiving Holidays
December 9 - 12 .....	Final Examinations

## SPRING SEMESTER 2003

January 6, 7 .....	Orientation and Registration
January 8 (8:00 a.m.) .....	Classes Begin
January 14 .....	Last day for registration & adding classes
January 20 .....	Martin L. King, Jr. Holiday
February 14 .....	Last day for graduates to qualify for graduation
February 28 .....	Mid-Semester grades due
March 10 - 14 .....	Spring Holidays
March 17 .....	Last day to drop a day class with a "W" or to Audit
Last Day to drop a class with a "W" for night, online, week-end, summer and accelerated classes is half-way of the total number of class meetings	
May 2 (1:00 p.m.) .....	Graduation practice for all students/Goodman
May 8, 9, 12, 13 .....	Final Examinations
May 16 (7:00 p.m.) .....	Graduation at the Goodman Campus Coliseum



# OFFICERS OF ADMINISTRATION

## DISTRICT OFFICERS

Dr. Starkey A. Morgan, Sr. ....	President
Dale Lewis .....	Executive Vice-President for Financial, Administration, & Student Services
Luther Boggan .....	Vice-President for Academic Programs
Glenn Boyce .....	Vice-President of Vocational-Technical Education
Jan Reid Bunch .....	Assistant to the President
William H. Bunch, III .....	Director of Purchasing & Receiving
Gene Richardson .....	Director of Admissions and Records
Wirt Hayes .....	Director of Financial Aid
Dr. Lynn Wright .....	Director of Workforce Development & Attala Ed. Center
James G. Williams .....	Director of Public Information
Robert Pool .....	District Coordinator of Student Services & Athletic Director
Steve Caldwell .....	Assistant Business Manager & Dir. Computer Services

## GOODMAN CAMPUS OFFICERS

Luther Boggan .....	Academic Dean
Dwight Myrick .....	Director of Vocational-Technical Education
Robert Pool .....	Dean of Student Services
Terry Fancher .....	Director of Housing

## GRENADA CENTER OFFICERS

Jack Holmes .....	Vice-President
Joyce Vaughn .....	Director of Associate Degree Nursing
Liz Wilson .....	Coor.of Workforce Development & Asst. Vo-Tech Director

## RIDGELAND CAMPUS OFFICERS

Joe A. Adams .....	Vice-President
Glenn Boyce .....	Director of Vocational-Technical Education
John Burrell .....	Assistant Director of Vocational-Technical Education
Earl Sisco .....	Coordinator of Workforce Development



## ADMINISTRATION

Starkey A. Morgan, Sr. .... President, Holmes  
Community College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Ed.D., University of Mississippi

Joe A. Adams ..... Vice President, Ridgeland Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Ed.S., Mississippi State University  
Additional Study: Mississippi State University

Luther Boggan ..... Academic Dean, Goodman Campus &  
District Vice-President for Academic Programs  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: Delta State University, University of Mississippi

Glenn Boyce ..... District Director of Vocational-Technical Education,  
Ridgeland Campus  
B.A., University of Mississippi  
M.A., Mississippi College  
Ed.D., University of Mississippi

Jan Reid Bunch ..... Asst. to the President  
Goodman Campus  
B.M., Mississippi University for Women  
M.M., University of Mississippi  
Additional Study: University of Mississippi, Mississippi State University

William H. Bunch, III ..... Director of Purchasing,  
Goodman Campus  
B.S., Delta State University  
M.S., Mississippi State University

John Burrell ..... Assistant Director of Vocational-Technical Education,  
Ridgeland Campus  
B.S., Mississippi State University  
M.S., Mississippi State University  
Additional Study: Mississippi State University



Steve Caldwell ..... Assistant Business Manager &  
Director/Computer Services,  
Goodman Campus

A.A.S., Holmes Junior College  
B.B.A., Delta State University  
Additional Study: Mississippi State University

Terry Fancher ..... Director of Housing, Asst. Women's Softball Coach,  
Goodman Campus

B.A., Mississippi State University  
Additional Study: Mississippi State University

Wirt Hayes ..... District Director of Financial Aid,  
Goodman Campus

A.A., Holmes Junior College  
B.S., Delta State University

Jack Holmes ..... Vice-President of the Grenada Center

B.S., Delta State University  
M.Ed., Mississippi State  
University Additional Study: Mississippi State University

Dale Lewis ..... Executive Vice-President for Financial Administration &  
Student Services, Goodman Campus

B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University,  
University of Mississippi, University of Southern Mississippi

Dwight Myrick ..... Director of Vocational-Technical Education,  
Goodman Campus

Vocational Certificate, Holmes Junior College  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University  
Jackson State University

Robert Pool ..... District Coordinator of Student Services &  
Athletic Director, & Dean of Students,  
Goodman Campus

B.S., University of Mississippi  
M.Ed., University of Mississippi



Gene Richardson ..... District Director of Admissions & Records,  
Goodman Campus  
A.A., Holmes Junior College  
B.A., Mississippi State University  
M.Ed., Mississippi College

Earl Sisco ..... Coordinator of Workforce Development,  
Ridgeland Campus  
A.A., Copiah Lincoln Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: University of Tennessee,  
University of Southern Mississippi, Jackson State University

Joyce C. Vaughn ..... Director of Associate Degree Nursing,  
Grenada Center  
B.S.N., Mississippi University for Women  
M.S.N., University of Alabama at Birmingham  
Additional Study: University of Mississippi

James G. Williams ..... District Director of Public Information,  
Goodman Campus  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi State University

Liz Wilson ..... Coordinator of Workforce Development &  
Asst. Director of Vo-Tech Ed., Grenada Center  
B.A., Delta State University  
M.Ed., Delta State University  
Additional Study: Mississippi State University

Lynn Wright ..... Director of Workforce Development & Attala Ed. Center,  
Attala Educational Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi College  
Ed.D., University of Mississippi



## PROFESSIONAL STAFF

Linda Alexander ..... Transfer Facilitator, Student Support Services,  
Goodman Campus

A.A.S., Jefferson State Junior College  
B.S., Mississippi College  
M.S.S., Mississippi College  
M.Ed., Mississippi State University

Kevin Baker ..... Computer Network Administrator,  
Goodman Campus

A.A., Hallmark Institute of Technology  
M.C.S.E Certification

Angie Blain . . . . . Asst. to the Executive Vice President &  
Director of Personnel,  
Goodman Campus

A.A., Holmes Junior College  
B.S., Mississippi State University

Caron K. Blanton ..... Assistant Director of Public Information,  
Goodman Campus

B.A., Randolph-Macon Woman's College  
M.A., University of Mississippi

Kelli Blaylock ..... Computer Services Operator,  
Goodman Campus

A.A.S., Holmes Community College

Kay Boggan ..... District Librarian,  
Goodman Campus

B.S., University of Southern Mississippi  
M.L.S., University of Southern Mississippi

Rose Canterbury ..... Vo-Tech Counselor,  
Ridgeland Campus

B.S., University of Southern Mississippi  
M.Ed., University of Southern Mississippi  
Additional Study: Mississippi College, William Carey College

Sherrie Cheek ..... Tech-Prep Coordinator,  
Goodman Campus

A.A., Holmes Junior College  
B.S., Mississippi State University  
M.S., Mississippi State University

Martha Cofer ..... Coordinator/Work-Based Learning,  
Grenada Center

B.B.A., University of Mississippi



M.Ed., Mississippi State University  
M.B.A., Delta State University  
Ph.D., University of Mississippi

David Comfort ..... Supervisor/Maintenance, Ridgeland Campus

Steve Diffey ..... Ex. Director/Development Foundation & Alumni  
Affairs, Goodman Campus

A.A., Holmes Community College  
B.A., The University of Mississippi  
M. Ed., Mississippi State University

Pamela Fells ..... Career Skills Coordinator,  
Goodman Campus

B.S., Alcorn State University  
M.S., Alcorn State University

Lou L. Ferguson ..... Coordinator of ABE/Instructor,  
Attala Ed. Center

B.S., University of Arkansas  
M.Ed., Mississippi College  
Additional Study: University of Southern Mississippi

Joseph Fondren ..... Counselor/Vo-Tech,  
Grenada Center

A.A., East Central Junior College  
B.A., Mississippi College  
M.S., University of Southern Mississippi  
Additional Study: Mississippi State University,  
Jackson State University

Bill Grace ..... Athletic Trainer, Goodman Campus  
B.S., University of Southern Mississippi  
Certified Athletic Trainer

Betty Green ..... Business Office Supervisor, Goodman Campus

Janet Halteman ..... Assistant Librarian, Goodman Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University

Terrell Hammett ..... Bookkeeper/Payroll Supervisor,  
Goodman Campus

A.A., Mississippi Delta Junior College  
B.S., University of Mississippi

Wilbur Harpole ..... Alumni Liaison/Recruiter, Goodman Campus  
A.A., Holmes Junior College  
B.S., Delta State University



- Joye C. Jones ..... Counselor, Ridgeland Campus  
 A.A., Copiah-Lincoln Community College  
 B.B.A., Delta State University  
 M.Ed., Mississippi College  
 Additional Study: University of Southern Mississippi,  
 Mississippi State University
- Gladys Lewis ..... Executive Secretary to the President
- Kevin Martin ..... Coordinator of Instructional Technology,  
 Goodman Campus  
 B.S., University of Illinois-Urbana-Champaign  
 M.S., Lehigh University  
 Ph.D., Lehigh University
- Janet Netherland ..... Technical Librarian Assistant, Goodman Campus
- Jesse Nichols ..... Computer Services Administrator,  
 Goodman Campus  
 CNA, A+ Certification, MCP 2000
- Suste Niven ..... Computer Lab Facilitator,  
 Goodman Campus  
 Cert., Holmes Community College  
 B.B.A., Delta State University
- Ed Righy ..... Coach/Soccer, Director/Intramurals,  
 Goodman Campus  
 A.A., Hinds Community College  
 B.S., University of West Florida
- Janice Richardson ..... Counselor/Vocational-Technical,  
 Goodman Campus  
 A.A., Holmes Junior College  
 B.S., Mississippi State University  
 M.Ed., Mississippi College  
 Ed.S., Mississippi State University
- Roxanne Self ..... Property Control Office &  
 Assistant to the Purchasing Agent,  
 Goodman Campus
- Sue Ellen Stubbs ..... Assistant to Vice-President for  
 Academic Programs & VA, Goodman Campus  
 A.A., Holmes Junior College
- Deb Switzer ..... Librarian, Ridgeland Campus  
 A.A., Jackson County Junior College  
 B.A., Mississippi State College for Women  
 M.L.S., University of Mississippi



Joan Estes Tierce ..... Librarian, Grenada Center  
A.A., Holmes Junior College  
B.S.E., Delta State University  
M.L.S., University of Mississippi  
Additional Study: Mississippi State University

Adrienne Wamble ..... Coordinator of Workforce Development,  
Attala Ed. Center  
  
B.A.E., University of Mississippi  
M.S., Mississippi State University  
Additional Study: Mississippi State University

FACULTY

Betty Sue Adams ..... Mathematics,  
Ridgeland Campus  
  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University

Ashley Anders ..... Asst. Football Coach,  
Goodman Campus  
  
B.S., University of Arkansas  
M.S., Auburn University

Janice Avery ..... Practical Nursing,  
Grenada Center  
  
A.D.N., Mississippi Delta Junior College  
Additional Study: Mississippi State University

James E. Awad ..... Chemistry/Biology,  
Ridgeland Campus  
  
B.S., Millsaps College  
M.Ed., Mississippi College

Margaret Bailey ..... Related Studies,  
Grenada Center  
  
B.S.E., University of Mississippi

Marsha Beasley ..... Business & Office Technology,  
Ridgeland Campus  
  
B.S., Mississippi State University  
M. Ed., Mississippi State University  
Additional Study: Mississippi State University



- James Bishop ..... History,  
Ridgeland Campus  
B.S., Troy State University  
M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi
- Mary Bishop ..... English,  
Ridgeland Campus  
B.A., Millsaps College  
M.A., University of Mississippi  
Additional Study: Belhaven College
- Cham Blain ..... Engineering Technology,  
Goodman Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Michael Blakenship ..... Industrial Maintenance,  
Ridgeland Campus  
B.S., Mississippi State University  
M.S., Mississippi State University
- Larry Bradford ..... Asst. Band Director,  
Goodman Campus  
B.M.E., Delta State University  
M.M., University of Alabama
- Bert Browne ..... Asst. Football Coach,  
Goodman Campus  
B.S., Tennessee Technological University  
Additional Study: Eastern Kentucky University
- Michael Burchfield ..... Biology,  
Goodman Campus  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Ed.D., Mississippi State University  
Additional Study: Harvard-Smithsonian Center for Astrophysics,  
University of Southern Mississippi
- Howard Butler ..... History,  
Goodman Campus  
B.A., Louisiana State University  
M.A., Louisiana State University  
Ed.S., Mississippi State University  
Ph.D., Mississippi State University
- Misty Canoy ..... Mathematics, Goodman Campus  
B.S., Mississippi College  
M.S., Mississippi College



- John Chetham ..... Art,  
Goodman Campus  
A.A., Hinds Community College  
B.F.A., Delta State University  
M.F.A., University of Mississippi
- Joyce M. Collins ..... Business & Office Technology,  
Grenada Center  
A.A., Freed-Hardeman College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Delta State University, Mississippi State University,  
University of Mississippi
- Sherri Comfort ..... Practical Nursing,  
Ridgeland Campus  
A.D.N., Holmes Community College  
Additional Study: Mississippi State University
- Cynthia Courtney ..... Psychology/Sociology,  
Ridgeland Campus  
M.S., Mississippi College
- Fran Cox ..... Mathematics,  
Goodman Campus  
B.S., Mississippi State University  
M.Ed., Delta State University  
Ed.D., Delta State University
- Terry Cox ..... Industrial Education/Engineering Technology,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University
- Jack Cuthbert ..... Physics,  
Ridgeland Campus  
B.S., University of Oklahoma  
M.A., University of Texas/Austin
- Clay Davis ..... Electronics,  
Grenada Center  
A.A.S., Holmes Community College  
Additional Study: Mississippi State University
- Rosalynne Davis ..... Biological Sciences,  
Goodman Campus  
B.S., Tougaloo College  
M.S., Arkansas State University  
Additional Study: Jackson State University, Delta State University



- Steven Deaton ..... English,  
Goodman Campus  
B.A., University of Southern Mississippi  
M.A., Mississippi College
- Bill DePriest ..... Director of Funeral Service Technology,  
Ridgeland Campus  
A.A.S., East Mississippi Community College  
B.S., University of Southern Mississippi  
Additional Study: Mississippi State University, Mississippi College
- Gini Derrick ..... English,  
Goodman Campus  
B.A., Belhaven College  
M.Ed., Mississippi State University  
Ed. Spec., Mississippi State University
- Kenny DuPont ..... Head Baseball Coach,  
Goodman Campus  
A.A., George C. Wallace Junior College  
B.S., Troy State University  
Additional Study: Nicholls State University
- Virginia B. Earnest ..... English,  
Ridgeland Campus  
B.A., University of Alabama  
M.A., University of Alabama  
Ph.D., Kent State University  
Additional Study: Millsaps College, Memphis State University,  
Christ Church College, Oxford University, England
- Dan Edwards ..... History, Political Science; Coach/  
Women's Softball, Goodman Campus  
A.A., A.A.S., Holmes Community College  
B.S.E.E., University of Colorado  
M.A., Mississippi State University  
Additional Study: Mississippi State University
- Maria Edwards ..... French/Spanish,  
Goodman Campus  
B.A., Salve Regina College  
M.A., Mississippi State University  
Additional Study: La Sorbonne, Paris
- Jessica Elliott ..... Surgical Technology,  
Grenada Center  
A.A.S., Hinds Community College  
Additional Study: Tougaloo College, Mississippi State University
- Eddie Ellis ..... Collision Repair Technology,  
Goodman Campus  
A.A.S., Holmes Community College



A.A. (Master's Equivalent) Mississippi State University  
 Voc. Cert., Auto Body Repair, Holmes Junior College  
 Additional Study: Mississippi State University

Geneva England ..... English,  
 Grenada Center  
 B.S., Mississippi State University  
 M.Ed., University of Mississippi  
 Ed.S., University of Mississippi  
 Additional Study: Delta State University

Emily Fite ..... Associate Degree Nursing,  
 Grenada Center  
 A.D.N., Hinds Junior College  
 B.S.N., University of Mississippi  
 M.S.N., University of Mississippi

Betty Floyd ..... Related Studies/Vo-Tech,  
 Goodman Campus  
 A.A., Holmes Junior College  
 B.S., Mississippi State University  
 Additional Study: Mississippi State University, Mississippi College,  
 University of Southern Mississippi

Lisa Fournet ..... Music,  
 Goodman Campus  
 B.M., University of Mississippi  
 M.M.Ed., Mississippi State University

John Garner ..... Computer Network Support Tech.,  
 Ridgeland Campus  
 B.A., Carleton College  
 M.S., Jackson State University  
 M.S., University of Illinois  
 Adv. Tech. Cert., Hinds Community College

Thomas Garrett ..... Funeral Service Technology,  
 Ridgeland Campus  
 A.A.S., East Mississippi Community College  
 B.S., University of the State of N.Y.  
 Doctor of Chiropractic, Life University  
 Additional Study: Mississippi State University

Teresa Graham ..... Associate Degree Nursing,  
 Grenada Center  
 A.A.S., Northwest Junior College  
 B.S.N. & B.S., Delta State University  
 M.S.N.S., Delta State University  
 M.S., University of Southern Mississippi



William Gressett . . . . . Chemistry/Biological Sciences,  
Ridgeland Campus

A.A., Meridian Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi

Robert Harris . . . . . Computer Science,  
Goodman Campus

B.S., Mississippi State University  
M.A.T., Mississippi State University

Myra Harville . . . . . Psychology,  
Grenada Center

B.S.E., Delta State University  
M.Ed., Delta State University  
Ph.D., Columbia Pacific University

LaWanda Herron . . . . . Associate Degree Nursing,  
Grenada Center

B.S.N., Delta State University  
M.S.A., Central Michigan University  
M.S.N., Delta State University

Dianne B. Holden . . . . . Business & Office Technology,  
Grenada Center

B.S., Mississippi State University  
M.Ed., Mississippi State University

Lynda Irby . . . . . Business & Office Technology,  
Goodman Campus

B.Ed., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study, Mississippi State University

Carl Johnson . . . . . Forestry Technology,  
Grenada Center

A.A., Holmes Community College  
B.S., Mississippi State University  
M.Ed., Mississippi State University

Jenny Bailey Jones . . . . . Business & Office Technology,  
Goodman Campus

B.S., Mississippi State University  
M.S., Mississippi State University  
Additional Study, Mississippi State University

Donna Josey . . . . . Accounting/Business Statistics,  
Ridgeland Campus

B.S., B.A., Mississippi College  
M.B.A., Mississippi College  
C.P.A.



- Jeanne Kelly ..... English,  
Ridgeland Campus  
B.A., Mississippi College  
M.Ed., Mississippi College  
Additional Study: University of Mississippi, Belhaven College,  
National Humanities Center
- Beta Keramati ..... Physics,  
Goodman Campus  
B.S., Lehigh University  
M.A., Temple University  
Additional Study: Texas A&M University
- Audra Love Kimble ..... Business Administration,  
Goodman Campus  
B.A., University of Mississippi  
M.A., University of Mississippi  
Additional Study: Mississippi State University,  
University of Mississippi
- Todd Kimble ..... Men's Basketball Coach/Mathematics,  
Goodman Campus  
B.S., Delta State University
- Kathy King ..... Music/Voice,  
Goodman Campus  
B.M.E., Mississippi University for Women  
M.M.E., Mississippi State University  
D.A., University of Mississippi
- Bonnie Lattimore ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Texas Christian University  
M.S., University of Wisconsin
- Linda Lewis ..... Biological Sciences,  
Grenada Center  
B.S., Blue Mountain College  
M.S., Delta State University  
Additional Study: University of Mississippi
- Dennis Little ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Merilyn Long ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., University of Alabama  
M.S.N., University of Alabama



- Mary Ann Mayhan ..... Business & Office Technology,  
Grenada Center  
B.S., Blue Mountain College  
M.B.E., University of Mississippi  
Additional Study: University of Mississippi,  
Mississippi State University
- Lindy McCain ..... Psychology,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Delta State University  
M.Ed., Mississippi State University  
Additional Study: Delta State University
- Pamela McCollum ..... Practical Nursing,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Sue McKay ..... Mathematics,  
Grenada Center  
B.A., Millsaps College  
M.Ed., Delta State University  
Additional Study: University of Mississippi
- Linda McLendon ..... Drafting & Design Technology,  
Ridgeland Campus  
A.A., Mississippi Gulf Coast Junior College  
Additional Study: Columbia Basin College, University of Southern  
Mississippi, University of South Alabama
- Sandra Measels ..... English,  
Goodman Campus  
A.A., East Central Junior College  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi College
- W.A. Miles ..... Engineering Technology,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: University of Southern Mississippi,  
University of Mississippi
- Andra T. Mooney ..... English,  
Goodman Campus  
A.A., East Central Junior College  
B.A., Mississippi State University



M.Ed., Mississippi College  
Additional Study: Mississippi State University

Billy C. Morgan ..... Computer Programming Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
B.B.A., Delta State University  
Additional Study: Delta State University, Holmes Community College

Christy Morgan ..... Director of Occupational Therapy Assistant,  
Ridgeland Campus  
A.A., Hinds Community College  
B.S., University of Mississippi  
M.S.H.A., Mississippi College  
Additional Study: Mississippi State University

Angela Mott ..... Marketing Management, B & O Technology,  
Ridgeland Campus  
B.B.A., Mississippi State University  
M.B.A., Mississippi State University  
Additional Study: Millsaps College

Katrina B. Myricks ..... Business & Office,  
Ridgeland Campus  
B.B.A., Delta State University  
M.S., Mississippi State University  
Additional Study: Jackson State University, Mississippi State University

Heather Nix ..... Mathematics,  
Ridgeland Campus  
B.S., Mississippi College  
M.S., University of Mississippi

Rickye Norris ..... Drafting & Design,  
Ridgeland Campus  
A.A.S., Holmes Junior College  
B.S., University of Southern Mississippi  
A.A. Certification, University of Southern Mississippi  
Additional Study: Mississippi State University,  
Jackson State University

Kathryn W. Pace ..... Developmental Studies & Reading,  
Ridgeland Campus  
B.S., Mississippi College  
M.Ed., Mississippi College

Bettye H. Parham ..... Business Administration,  
Grenada Center  
B.B.A., University of Mississippi



M.B.A., Delta State University  
Additional Study: University of Mississippi

Allen O. Patterson ..... EMT/Paramedic Clinical Coordinator,  
Ridgeland Campus

A.A.S., Jones County Junior College  
A.A., Hinds Community College  
Additional Study: George Washington University

Billie Joyce Pool ..... Social Science,  
Goodman Campus

B.S., University of Mississippi  
M.Ed., Delta State University  
M.Ed., Delta State University

Jean R. Powers ..... Speech,  
Ridgeland Campus

B.S., Belhaven College  
M.Ed., Mississippi College  
Additional Study: Montreat Anderson College, University of Southern  
Mississippi, Winthrop University

Richard Pratt ..... Chemistry,  
Grenada Center

B.S., Millsaps College  
M.S., Mississippi State University  
Ph.D., University of Southern Mississippi

Chanda Rigby ..... Women's Basketball Coach,  
Goodman Campus

B.S., Southeastern Louisiana University  
M.Ed., Southeastern Louisiana University

Jimmy Rigby ..... Automotive Mechanics,  
Goodman Campus

General Motors Training School  
Automotive Training Institute  
A.A., Holmes Community College  
A.A., (Master's Equivalent), Mississippi State University

Blaine D. Riggelman ..... EMT Program Director,  
Ridgeland Campus

B.A., West Virginia University  
M.A., West Virginia University

Penny Rogers ..... Clinical Education Coordinator,  
Occupational Therapy Assistant Technology,  
Ridgeland Campus

A.A., East Central Community College



B.S., University of Mississippi  
Additional Study: Mississippi State University

David Ross ..... Machine Shop,  
Grenada Center

Sarah B. Rounsaville ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Mississippi College  
M.S.N., University of Southern Mississippi  
Additional Study: Mississippi State University

Wesley David Rule ..... Mathematics,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University

Mark Rummage ..... History,  
Grenada Center  
B.A., University of Mississippi  
M.A., University of Mississippi  
Additional Study: University of Mississippi

Ray Rutledge ..... Chemistry,  
Goodman Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Ed. Spec., Mississippi State University  
Additional Study; Auburn University

Margaret Scarberry ..... Business & Office,  
Grenada Center  
B.S., Mississippi University for Women  
M.Ed., Mississippi State University  
Additional Study: Delta State University; Data General Corp.,  
Atlanta, Georgia; Mississippi State University, University of  
Mississippi

Gary A. Sheppard ..... Band Director/Golf Coach,  
Goodman Campus  
A.A., Mississippi Delta Junior College  
B.S., University of Mississippi  
M. Ed., Arkansas State University

Barbara Shurden ..... Related Studies/Vo-Tech,  
Goodman Campus  
B.S., Mississippi State University  
Additional Study: Mississippi State University



Hugh Shurden ..... Head Football Coach,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
Additional Study: Mississippi State University

Janet Simpson ..... Piano/Music Theory,  
Goodman Campus  
A.A., Holmes Junior College  
B.M.Ed., Mississippi State University  
M.M.Ed., Mississippi State University

Alice Anne Sisco ..... Marketing/Management,  
Ridgeland & Goodman Campuses  
A.A., Holmes Junior College  
B.S., University of Southern Mississippi  
M.Ed., Mississippi State University  
Additional Study: University of Mississippi,  
Kaetsu College, Tokyo, Japan, Mississippi State University

Judy M. Smith ..... Business & Office Technology,  
Goodman Campus  
A.A., Holmes Community College  
Additional Study: Mississippi State University

Ramona Smith ..... Psychology,  
Ridgeland Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: University of Southern Mississippi,  
Mississippi College

Tammy W. Smith ..... Computer Technology,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
Additional Studies: Mississippi College, Auburn University,  
Mississippi State University

Angie L. Spell ..... Cosmetology,  
Goodman Campus  
Certificate/Cosmetology, Holmes Community College  
Additional Study: Holmes Community College  
Mississippi State University

Elizabeth S. Spooner ..... Computer Science,  
Ridgeland Campus  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi College, Auburn University,  
East Carolina University, Southern Connecticut University



- Patricia S. Spraberry ..... Practical Nursing,  
Grenada Center  
A.D.N., Mississippi Delta Junior College  
Additional Study: Mississippi State University
- Patricia S. Stewart ..... Engineering Technology,  
Goodman Campus  
B.S., Mississippi State University
- Diane Stoddard ..... Mathematics,  
Ridgeland Campus  
A.A., Southwest Junior College  
B.S., University of Southern Mississippi  
M.Ed., University of Southern Mississippi  
Additional Study: Mississippi State University,  
University of Southern Mississippi
- John P. Switzer ..... History,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Claudette Thomas ..... Speech/English,  
Grenada Center  
B.A.E., University of Mississippi  
M.Ed., University of Mississippi  
Additional Study: University of Southern Mississippi,  
Delta State University, Mississippi State University
- Debbie Treloar ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Northwest Junior College  
B.S.N., University of South Alabama  
M.S.N., University of Mississippi
- John Van Horn ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University
- Patsy R. Vaughn ..... Science & Technology,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.S., Mississippi State University  
Additional Study: Mississippi State University
- Tracy Warden ..... Welding,  
Goodman Campus  
A.A., Mississippi Delta Community College  
Certificate/Welding, Sheet Metal, Machine Shop



Wayne Watkins .....	Network Support Technology, Ridgeland Campus
A.A.S, Holmes Junior College	
B.S., University of Southern Mississippi	
M.S., University of Southern Mississippi	
Ed.Spec., University of Southern Mississippi	
William M. Watkins, III .....	Art, Goodman Campus
B.S.E., Delta State University	
M.A., Northeast Louisiana University	
Additional Study Savannah College of Art & Design	
Daniel Wentland .....	Business Administration, Ridgeland Campus
B.S., State University of New York College at Buffalo	
B.A., State University of New York College at Buffalo	
M.S., State University of New York College at Buffalo	
Joe David White .....	Biological Science, Ridgeland Campus
A.A., Holmes Junior College	
B.S., University of Mississippi	
M.Ed., University of Mississippi	
Bryan Williams .....	Heating & Air Conditioning, Goodman Campus
A.A., Mississippi Delta Community College	
Certificate HVACR Mississippi Delta Community College	
Julia Williams .....	Reading, Director/Student Support Services, Goodman Campus
B.S., Mississippi University for Women	
M.Ed., Mississippi State University	
Additional Study Mississippi University for Women, Mississippi State University	
Andy Wood .....	Asst Football/ Men's & Women's Tennis Physical Ed., Goodman Campus
B.S., Memphis State University	
M.S., Mississippi State University	
Donna Wood .....	Reading, Goodman Campus
B.S., Mississippi State University	
M.S., Mississippi State University	
Dorothy Worley .....	Associate Degree Nursing, Grenada Center
A.A., Holmes Junior College	
B.S.N., University of Mississippi Medical Center	
M.S.N., University of Mississippi Medical Center	



## SUPPORT STAFF

Sherry Anders .....	Admin.Asst./Student Support, Goodman Campus
Eloise Avery .....	Dormitory Hostess/Grenada Hall, Goodman Campus
Angela Bailey .....	Business Office Clerk, Grenada Center
Tina Boyette .....	Secretary/Maintenance/CNN/VCC, Goodman Campus
Elaine Boyle .....	Secretary/Associate Degree Nursing, Grenada Center
Nobia Burwell .....	Cashier, Clerk/Business Office, Goodman Campus
John L. Crayton .....	Chief of Police, Goodman Campus
Lisa Cunningham .....	Accounting/Payroll, Goodman Campus
Mark Deason .....	Director/Landscaping, Goodman Campus
Arthur Derrick .....	Record Manager, Attala Ed. Center
Roxanne Evans .....	Secretary/Vo-Tech, Grenada Center
George Floyd .....	Mechanic/Vehicle Shop, Goodman Campus
Veronica Frizell .....	Admin.Asst., Attala Ed. Center
Gwendolyn Graham .....	Assistant Librarian, Grenada Center
Roy Harrington .....	Maintenance Engineer, Goodman Campus
Bobbie Harris .....	Secretary, Ridgeland Campus
Virginia Hathcock .....	Secretary/Financial Aid Office, Goodman Campus
Joy Kellum .....	Secretary/Business Office/F.A., Ridgeland Campus
Hugh Lepard .....	Carpenter, Goodman Campus
Trent Little .....	Director/Maintenance, Grenada Center
Barbara May .....	Secretary /Library, Goodman Campus
Sherry McClellan .....	Receptionist/Switchboard, Goodman Campus
Jeri Jo McCleskey .....	Admin.Asst./Devel.Foundation, Goodman Campus
Linda McCollum .....	Secretary/Evening Records, Ridgeland Campus
Joe McDaniel .....	Maintenance Engineer, Goodman Campus
Tony McDaniel .....	Campus Police Officer, Goodman Campus
Shirley Mollett .....	Receptionist/Switchboard, Ridgeland Campus
Ben Mosley .....	Mechanic/Vehicle Shop, Goodman Campus
Joey Netherland .....	Maintenance Engineer, Goodman Campus
Martha Norris .....	Secretary, Records, Ridgeland Campus
Rosemarie Poynor .....	Secretary, Grenada Center
Fred Rester .....	Computer Hardware Technician, Goodman Campus
Hubert Robertson .....	Campus Police Officer, Goodman Campus
Patsy Rogers .....	Secretary/Admissions, Goodman Campus
Pauline Scott .....	Dorm Hostess/Grenada Hall, Goodman Campus
Ceressa Sims .....	Secretary/Vo-Tech, Goodman Campus
Eva Smart .....	Game Room Supervisor, Goodman Campus
Jane Smith .....	Director Wellnes Center, Goodman Campus
Joanna Spell .....	Secretary/Student Services, Goodman Campus
Joe Spell .....	Maintenance Engineer, Goodman Campus
Nan Sykes .....	Secretary/Public Information, Goodman Campus
Angie Thomas .....	Secretary, Records Office, Goodman Campus
Doris Jones .....	Dorm Hostess/Yazoo Hall, Goodman Campus
Robert Wade .....	Maintenance Engineer, Goodman Campus
Sylvia Wigley .....	Secretary/Library, Goodman Campus
James Winters .....	Maintenance Engineer, Goodman Campus
Lizette Young .....	Assistnat Librarian, Ridgeland Campus



# GENERAL INFORMATION

## HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

## MISSION STATEMENT

Holmes, a comprehensive public community college located in the rolling hills of central Mississippi, provides innovative educational and cultural opportunities to its constituents. In an ever-changing world, the college seeks to prepare its graduates for university transfer or productive employment, as well as to provide opportunities for lifelong learning. Holmes, whose primary



commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

### **STRATEGIC INITIATIVES**

Establish an environment for continuous improvement of the quality of instruction.

Acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement.

Improve college personnel/student interactions to achieve a higher rate of student success.

Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes, and community services.

Improve the college's image by enhancing communication through public relations.

Expand and improve educational partnerships with business/industry and community agencies.

### **THE MULTIPLE-CAMPUS COLLEGE**

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional out-reach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

### **GOODMAN CAMPUS**

The original campus of Holmes Community College is located at Goodman.



Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/ Business Manager, VP for Academic Programs, Director of Community and Workforce Development, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university parallel, several technical programs (Business Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology, and two vocational programs (Cosmetology and Welding).

The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

### **GRENADA CENTER**

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive modern building houses the center on a 14-acre site.

The center offers a wide range of liberal arts courses that are transferable to four-year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Drafting and Design, Machine Tool Operation/Machine Shop, Forestry, Business and Office, Electronic Technology, Surgical Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for in-coming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The



"Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

## **RIDGELAND CAMPUS**

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105 B).

Four buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in EMT/Paramedic, Machine Shop, Drafting and Design, Business and Office, Computer Network Support, Funeral Service, Marketing and Management, and Occupational Therapy Assistant are offered. A vocational program in Practical Nursing is also offered. A large number of evening credit and non-credit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

## **ATTALA EDUCATIONAL CENTER**

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center provides a wide variety of non-credit training, including computer classes for both the public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosciusko, Grenada, Goodman, and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a non-credit format for individuals and businesses within the nine-county district of Holmes. Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes, retraining for workers who must move to other positions within the firm, training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses through



out the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

### **COMMUNITY COLLEGE NETWORK & ONLINE COURSES**

Holmes Community College teaches the majority of its courses in the traditional classroom setting, but in order to meet the ever-advancing needs of our students and to utilize available technology, innovative methods of teaching are being employed. Each campus/center has a CCN site from which we can send classes to the other campuses as well as to other community colleges in Mississippi. We successfully operated our CCN for the first time in 1997.

To more adequately meet the needs of our traditional and non-traditional students with varied schedules, Holmes offers a limited number of online courses. This instruction is delivered entirely via the Internet (online). Our first online course was taught spring semester, 1999.

### **HOLMES COMMUNITY COLLEGE LIBRARIES**

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and the Ridgeland Campus Library Media Center. The libraries provide a comprehensive and current collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 53,000 volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC as well as databases, research tips and information, tours of the three libraries and much more are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

### **HONORS PROGRAM**

To encourage excellence, Holmes Community College has established an Honors Program for students whose ACT score is 24 or above. Twelve hours of honors courses are required to be classified as an Honors Graduate. General application should be made to the college and also to the Honors Program. Forms are available on the Holmes web page ([www.holmes.cc.ms.us](http://www.holmes.cc.ms.us)) or by contacting Janet Simpson (662-472-9030) for more information.



# **ADMISSION REQUIREMENTS**

## **FULL-TIME STUDENTS DEGREE-SEEKING STUDENTS CERTIFICATE-SEEKING STUDENTS**

1. A completed application for admission.
2. An official high school transcript showing graduation date with a standard diploma or an official GED score report for first-time entering freshmen.
3. Scores on the ACT or SAT for students who are less than 21 years of age and who have not earned a bachelor's degree. ACT/SAT scores may be accepted from official high school or college transcripts for admission purposes. The minimum ACT composite score required for students under 21 to be admitted in Good Standing is 16.
4. Official transcripts from ALL colleges previously attended. Students holding bachelor's degrees or higher may submit only the transcript showing the highest degree; however, for graduation purposes, additional official undergraduate transcripts may be required.

## **PART-TIME STUDENTS NON-DEGREE-SEEKING STUDENTS NON-CERTIFICATE-SEEKING STUDENTS**

(Part-time students whether day, evening, online, and/or summer students)

1. A completed application for admission.
2. Officially documented high school graduation date or GED equivalency.

## **PROBATIONAL ADMISSION**

First-time students with ACT composite scores of less than 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 G.P.A.) at the end of their first semester will not be eligible to return to Holmes until they have remained out of school for at least one semester.

Transfer students who have at least one full-time semester of attendance at another college must have a 1.75 or higher G.P.A. on their last full-time semester of attendance in order to be admitted in Good Standing.

An academic or technical student with an Enhanced ACT score of 13 or below is required to enroll in the Academic Foundations core his/ her first semester unless challenge placement tests at registration move the student out of the recommended courses listed below. This curriculum consists of:



English course based on ACT .....	3 hrs.
Math course based on ACT.....	3 hrs.
Reading course based on ACT .....	3 hrs.
Orientation .....	1 hr.
One course in student's major selected with advisor's approval .....	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports) .....	As approved by Advisor
Total .....	13 to 16 hrs.

**Out-Of-State/Foreign Students.** Holmes Community College is supported by a nine county tax district in Central Mississippi and by state appropriations. The primary mission of the college is to serve Mississippi residents. Public community colleges in Mississippi do not receive state support for out-of-state students. Out-of-state students are not routinely accepted for admission. Holmes Community College does not admit any international student requiring INS documentation.

**Test Scores.** As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for admissions, scholarships, course placements, etc., have been revised. ACT scores earned from October 28, 1989, shall be equated to previous scores by using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	<b>Before Oct. 28, 1989</b>	<b>From Oct. 28, 1989</b>
Computer Technology	12	16
Associate Degree Nursing	15	18
Early Enrollment	20	21
Dean's Scholarship	18	20
President's Scholarship	23	24
Board of Trustees' Scholarship	27	28

The Dean's, President's and Board of Trustees' Scholarships will not be awarded on the basis of SAT scores. They will continue to require an ACT test score. A high school senior may substitute an SAT score of 990 or higher for the ACT to qualify for the Early Enrollment Program for Advanced High School Seniors.

**Earned Probation and Suspension.** Any full-time student admitted unconditionally to Holmes must meet minimum standards of progress to remain in Good Standing. This means that a student must maintain a current G.P.A. of at least 1.75 each semester. A student who does not meet this standard enters his/her next semester at Holmes on **"Earned" Academic Probation**. Students who fail to meet this minimum standard for two consecutive semesters will be suspended and will not be eligible to return to Holmes Community College until they have remained out of school for at least one semester. A student on "Earned" Academic Probation will not be allowed to use school business trips



as extenuating circumstances for missed classes

Any student having 12 or more hours of classes missed will be suspended and must complete all the following requirements:

**Housing Requirement.** The minimum GPA required for students living on campus housing is 1.75. This is a term GPA, not an cumulative GPA.

## **SPECIALIZED ADMISSION POLICIES**

### **VOCATIONAL PRACTICAL NURSING ADMISSION POLICY**

Admission requirements to be met **before** a student enters training are:

1. The applicant shall be at least **18 years** of age
2. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all school/colleges previously attended
3. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 and minimum composite score of 16 if taken in **October 1989 or after.**
4. Test scores and records will be reviewed, and qualified applicants will be notified to report for an interview with the Admissions Committee. The Admissions Committee will use a standardized interview evaluation form. After the interview process, the Admissions Committee will **recommend applicants for selection.**
5. After notification of acceptance, the student will be required to have a physical examination completed prior to the starting date of the class. A standardized examination form shall be provided to each accepted student.
6. Some practical nursing programs are funded by external sources. In addition to meeting the above requirements, students selected for these programs must meet external source eligibility criteria as determined by the Mississippi Employment Security Commission or the certifying agency.

Practical Nursing program applications may be requested from the campus nearest you: Goodman/Attala Educational Center, Ridgeland, or Grenada.

### **ASSOCIATE DEGREE NURSING ADMISSION POLICY**

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accreditation Commission. The National



League of Nursing Accreditation Commission can be contacted at 350 Hudson Street, New York City, New York, 1-800-669-9656 for specific program information.

The Holmes Community College Associate Degree Nursing program accepts **one class each year, beginning in the Fall semester.** Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses in the Summer session before beginning nursing classes in the Fall.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they **must meet the requirement outlined below:**

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. Students with less than the required ACT composite score must have completed a minimum of 12 semester hours with a 2.0 quality point average before being admitted. They must have made at least a grade of C on Anatomy and Physiology courses, which are included in the above 12 semester hours. Each school is permitted an allowance of 10 percent of the previous fall's nursing program admissions for high risk students who do not meet the criteria.

The applicant must have the following information in the ADN Director's office by April 15th.

1. Holmes Community College Application
2. School of Nursing Application
3. ACT Score
4. Transcripts from ALL colleges previously attended
5. High School Transcript or GED score
6. Nursing Aptitude Test Score
7. Evidence of current licensure as a practical nurse if applicable

The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify



for them. Preference is still given, however, according to their position on the point system.

### **Weighted Scale ADN Admission Policy**

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. The freshman class is selected during the spring semester, prior to fall admission based on data as of January 1.

Selection is academically competitive based on the following categories: ACT, and Pre-nursing entrance tests, plus college hours and college Q.P.A. from a regionally accredited school. Additional consideration is given to LPN's, to individuals with 5 years or longer out of high school, and to those who have completed an associate degree or higher in another field since statistics demonstrate these variables to be indicators of success.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their Q.P.A. If these scores are the same, the one with the highest score on the Pre-nursing entrance test will be accepted.

Anytime after the beginning of the spring semester, applications for the following year will be accepted. All material must be in by April 15. Those applicants with the highest scores will be accepted and will be notified the first week of May.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

The ADN Program provides for Advanced Placement in the program for LPN's. The details are on page 122.

### **EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC PROGRAM ADMISSION POLICY**

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript from the high school or GED office.



4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. Applicants must provide a copy of a physical examination indicating proof of physical fitness.
6. Applicants must be nationally registered as an EMT-Basic.
7. Applicants must have successfully passed anatomy & physiology I & II with a Q.P.A. of 2.0 or higher.

### **FUNERAL SERVICE TECHNOLOGY ADMISSION POLICY**

1. A completed HCC application for admission.
2. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript from the high school or GED office.
3. The applicant must provide official transcripts from all colleges/universities attended.
4. Applicant must have a minimum ACT score of 14 or SAT of 700 (not required if 21 or older, have an earned bachelor's degree from an accredited institution, or have earned a GPA of 2.0 or higher with at least 12 hours at an accredited institution. A student shall be admitted on probation with an ACT score of less than 14 or SAT less than 700 with a cumulative high school average of 77 or higher on a 100-point scale, or a 1.75 or higher on a 4-point system. Students on probation are scheduled into the Academic Foundations Core.

### **Funeral Service Technology Promotion Policy:**

1. Complete the prescribed set of courses for the Funeral Service Technology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST 2811 Comprehensive Review must be taken in the last semester of course work.
4. Each Funeral Service Technology course must be passed with an average of 75 in order to graduate and complete the program.

### **OCCUPATIONAL THERAPY ASSISTANT PROGRAM ADMISSION POLICY**

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must adequately complete an application packet and submit all information requested. This will include but is not limited to a Holmes Community College application, an Occupational Therapy Assistant Program application, high school transcript or GED scores, and all college transcripts. For application purposes, students may submit student copies of transcripts; however upon final admission into the OTA Program the student will be required to submit OFFICIAL college tran-



scripts to the Office of Admissions & Records.

2. All applicants will be required to submit an official ACT composite score. This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. The applicant will be required to complete a minimum of 16 hours of volunteer work in health care or community-based settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
  - a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
  - b. Volunteer hours must be performed in at least two different settings.
4. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
5. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.

### **OTA Admission Sliding Scale**

This scale may be utilized for applicants who do not meet the initial admission requirements. Students will only be admitted based on this scale once all students meeting admission criteria have been accepted.

1. Applicants with less than an 18 on the ACT must meet the following scale to be considered:

ACT 17

Prerequisite GPA 2.75 or higher

ACT 16

Prerequisite GPA 3.00 or higher

An ACT score of less than 16 will not be accepted.

2. Applicants who have less than the required 2.5 prerequisite GPA must meet the following scale to be considered:

ACT 19

Prerequisite GPA 2.25

ACT 20+

Prerequisite GPA 2.00

A prerequisite GPA of less than 2.00 will not be accepted.

In addition to this sliding scale, the prospective student must successfully complete an interview before the OTA admission committee, receive a recommendation by the OTA Program Director, and obtain final approval by campus administration.

### **SURGICAL TECHNOLOGY ADMISSION POLICY**

The Holmes Community College surgical technology program accepts one class



each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a candidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
  1. Completed application for HCC
  2. Completed Surgical Technology application
  3. ACT score
  4. Transcripts from ALL colleges previously attended
  5. High school transcript or GED score
6. Tests scores and records will be reviewed. An admissions committee selects students in the surgical technology program from qualified applicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation utilizing a standardized evaluation form.
7. After notification of acceptance, the student will be required to submit the following:
  1. A standardized physical exam form proving current physical health.
  2. Proof of current immunizations.
  3. CPR-C / Healthcare provider certification.

NOTE! This program is taught only at the Grenada Center.

Admission requirements for all students must be met within 4 weeks of the end of registration.

## **TRANSFER STUDENTS**

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

Holmes Community College ascribes to an "open" admissions policy with all apertaining laws.

Holmes Community College embraces the philosophy that students be pro-



vided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals.

Holmes Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure student success.

## **DUAL ENROLLMENT PROGRAM FOR ADVANCED HIGH SCHOOL SENIORS**

### **PURPOSE**

The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school.

Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

### **ADMISSIONS REQUIREMENTS AND PROCEDURES**

1. The student must have earned fourteen core high school units. The student must have an overall "B" average on all high school courses. The student shall request that the high school principal send an official copy of his/her high school transcript to the Director of Admissions and Records at Holmes Community College at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.
2. A minimum composite score of 21 on the Enhanced ACT or equivalent SAT scores.
3. The principal or counselor of the high school must submit a recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation.
4. Full credit will be granted but will be reserved until the student either graduated from high school or is admitted to college as a fulltime student.

### **Special Condition:**

Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or



the equivalent SAT score and have the required grade point average and recommendations prescribed above.

**EARLY ADMISSION**

The boards of trustees of the community and junior college districts are to establish an early admission program. Applicants for early admission must meet all requirements listed in 1 and 3 of the dual enrollment requirements listed above and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score, and a recommendation from the principal or guidance counselors that early admission is in the best additional interest of the student and that the student's age will not prevent him/her from being successful.

**STUDENT TUITION AND TEXTBOOKS**

The student is responsible for paying his/her own fees and purchasing textbooks.

**STUDENT POLICIES AND REGULATIONS**

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

**ACADEMIC POLICIES AND REGULATIONS**

**ORIENTATION AND REGISTRATION**

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be registered.

- 1. Follow the ACT placement guidelines listed below or  
Take math/reading/English placement tests:

Class	ACT Subscore	Class	ACT Subscore	Class	ACT Subscore
ENG 1103	1-13	REA 1103	1-11	MAT 1103	1-13
ENG 1203	14-17	REA 1203	12-14	MAT 1203	14-16
ENG 1113	18-	REA 1213	15-17	MAT 1233	17-19
				MAT 1313	20-
EDU 1311	1-13				

- 2. Have I.D. picture taken, if enrolling as a full-time student.
- 3. Have picture made for the school annual, if enrolling as a full-time stu-



4. Submit the check with payment and receive confirmation postcard.
5. Pay amount due to the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in student not being accepted as a student at Holmes Community College.

### **CREDIT FOR NON-CLASSROOM EXPERIENCES**

**(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

- A. A student must enroll in HCC and earn a minimum of 16 semester hours of credit through regular classroom attendance before non-classroom credit will be recorded on his/her permanent record.
- B. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.
- C. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and District Academic Coordinator. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
- D. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

### **ADVANCED PLACEMENT PROGRAM (AP)**

**Requirements** - Standard score of 3 or higher. **Credit awarded** ranges from 3 to 5 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

**Requirements for General Examinations** - English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences/ History - minimum scaled score of 500. **Requirements for selected subject examinations** - as recommended by CLEP. **Credit awarded** ranges from 3 to 12 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement.



## CORRESPONDENCE COURSES

HCC does not have correspondence courses but will accept correspondence courses from regionally accredited universities. Limitations - the total credit hours from regionally accredited universities which may be applied toward a degree earned from correspondence courses which may be applied toward a degree at HCC is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a lecture component will not be accepted. Prior to registration, contact the campus coordinator for which a student wishes to receive HCC credit for a correspondence course for which a student wishes to receive HCC credit. The student must get the written approval of the Vice-President for Academic Programs, Campus Campus.

## MILITARY SERVICE

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. Limitations - the maximum amount of credit awarded for military experiences is 16 semester hours. Students with military experience who wish to apply for credit toward a HCC degree or certificate should request an official evaluation by the District Academic Coordinator on the Goldman Campus prior to attending, if possible, and no later than the end of their first semester of attendance.

# ABSENCE POLICY

**Academic, \*Technical, and \*Vocational Absences.** Registration for a class makes the student responsible for attending that class until completed unless officially excused. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. Absences for day and evening classes are counted toward the cut-out when they exceed the number of times the class meets in two weeks. (See Absence Policy Table.) Absences are counted from the first official class meeting to the last, inclusively. Check with each campus for absence limits for summer school day classes, summer school evening classes, and accelerated classes. If a student incurs excessive absences in a class, his/her record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances which can be documented, such as an extended illness, for a majority of the absences, the student will be administratively withdrawn from the class. Absences due to late registration and School Business Absences will be counted toward the cut-out number, and reasons for late registration and School Business Absences will be documented in the student's absence file. Other documentation to substantiate absences must be presented (as each absence occurs) to the instructor and turned in to the chief academic officer (CAO) immediately. Upon returning to class after an absence, documentation must be presented and will not be accepted after one week.

For continuing absences, the detailed procedure will be followed:

1. **Halfway Point** - The instructor will make an attempt to notify the student with a letter or phone call when he reaches the halfway-point of cutout. It is the student's responsibility to call the instructor for further absences as well as present ALL DOCU-



MENTATION for the absences within one week of returning to class. At the halfway point, a student should discuss with the instructor the absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on that campus.

**II. Cutout Point** – When the instructor turns in a cutout on a student, the CAO evaluates the available documentation for absences (doctor's excuses, etc.).

A. If a majority of the absences **were** extenuating circumstances, the student will be placed on Class Probation for that class. (See Class Probation below.)

B. If a majority of the absences **were not** extenuating circumstances, the student will be administratively withdrawn from the class. The student will receive a letter from the CAO regarding this withdrawal. The student may discuss the situation with the CAO at this time and present any evidence for extenuating circumstance for absences (within the one week time-frame). In this case, the student must contact the CAO immediately so that additional absences are not incurred. **THE STUDENT MUST BRING ANY ADDITIONAL DOCUMENTATION OF ABSENCES (WITHIN THE ONE WEEK TIME FRAME) TO THE MEETING WITH THE CAO.** A decision to return the student to the class will be made by the Absence Sub-Committee and will depend on the documentation of absences, the student's average in the class (must have reasonable chance of passing), and the student's general disciplinary record on the campus.

**1. Decision Overturned** - If the Absence Sub-Committee overturns the decision of the CAO, the student will be placed on Class Probation (See Class Probation below).

**2. Decision Upheld** - If the Absence Sub-Committee upholds the decision of the CAO, the student may request an appeal (See Appeal Process below).

**III. Appeal Process** – If a student is not satisfied with the ruling/s, he/she may request an appeal to the full Absence Committee. The student must request in writing that a meeting be called to hear his/her appeal. The CAO will call a meeting with the Absence Committee only if it can be established that the student has a valid basis or case to take to the committee. The Absence Committee consists of instructors, students, an administrator, and the CAO for that campus, who serves as chair.

**A. Decision Overturned** - If the Absence Committee overturns the decision of the Absence Sub-Committee, the student will be placed on Class Probation (See Class Probation below).

**B. Decision Upheld** - If the Absence Committee upholds the decision of the Absence Sub-Committee, the student is permanently withdrawn from the class. **The decision of the Absence Committee is final.**

**Class Probation** – When a student is placed on Class Probation (i.e. the number



of absences has exceeded two weeks of class attendance), the student will be notified regarding the conditions of the probation. During the probationary period, each absence will be evaluated. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic, permanent administrative withdrawal from that class. Should a student's absences exceed three weeks, the student will be permanently withdrawn from the class. Only when the student has experienced extreme hardships or extenuating circumstances will an appeal be considered. Of utmost consideration will be the student's ability to succeed in his/her course(es).

The student is responsible for all class work missed during absences. Additional make-up work may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work. A organized record of absences is to be kept by the instructor and a composite of absences is presented to the Records Office at the end of six weeks.

**Documentation of Extenuating Circumstances.** The following list indicates situations that are considered extenuating circumstances and shows the required acceptable documentation.

### **Extenuating Circumstances: Required Documentation**

- A. Sickness: Statement from Doctor or Dentist, Note from a Parent (Guardian) or Dorm Hostess
- B. Death in Family: Newspaper Obituary, Funeral Program, Note from Funeral Home Director
- C. Legal Matters: (Matters as a Result of Someone Else's Negligence.) Court Summons, Police Report, Receipt, Statement from Judge or Court Official
- D. Military Duty: Copy of Orders from Military Official
- E. School Business: Student Is Not Responsible for Documentation. Sponsor of Event Will Present CAO with Information

Students are encouraged to make medical and other appointments at times other than scheduled classes. Documentation should include date, time of day, reason for appointment, signature, and telephone number. All documentation explaining absences should be presented to the instructors for signatures, then taken to the CAO to be placed in the student's file. At each location the CAO issues **school business notices** for students who represent the school at approved activities such as athletic events, club meeting, and field trips. **Please Note:** School businesses will count toward the cutout number and are considered extenuating circumstances.

**\*Selected Technical and Vocational Programs:** Automotive Technology, Collision Repair Technology, Heating and Air Conditioning Technology, Machine Shop Technology, Cosmetology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn from *all curriculum courses* at the cut-out point.



The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day absences will constitute one complete day's absence. Instructors shall record absences daily in their grade books and report absences when the student has missed **three complete days** and again when the student has missed **six complete days** which is the cut-out point. If a student is more than 5 minutes late to class, he/she is counted a half-day absence rather than tardy.

**Tardies (Academic, Technical, & Vocational).** If students are more than 5 minutes late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. **Each tardy thereafter is counted as an absence.**

### **ABSENCE POLICY FOR ONLINE CLASSES**

At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

### **CHANGES IN CLASS SCHEDULE**

A student wishing to drop or add a course must obtain approval through the academic office on his/her campus. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of developmental English, developmental mathematics, beginning and intermediate algebra, keyboarding, reading, or who wish to add drama or journalism by the end of the third week of classes. A student who wishes to drop a course after the first week must obtain a Drop Slip from the academic office. The instructor and the faculty advisor will sign the Drop Slip and inform the student of his/her status in the course. This procedure will provide an opportunity for them to discuss the drop with the student and make recommendations. The student may then drop the course by returning the Drop Slip to the academic office on his/her campus. Students who drop a course before mid-term will have a grade of "W" recorded on their record. After mid-term, a "WP" or "WF" will be recorded. Students who withdraw during the week of registration without ever attending any classes will have their classes erased and no grade recorded.

There will be a charge of \$10.00 for each additional class or change of section made to the original schedule with a maximum for all changes made **at any given time** of \$20. There will be a charge of \$10 for a vocational transfer. Copies of schedules after the original is made for the student will cost \$2 each.



## CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman .....	0-23 semester hours
Sophomore .....	24 and above semester hours

## EXAMINATIONS

**Regularly Scheduled Examinations.** The regular examinations scheduled at the end of each semester are given at 8:00, 10:15 and 1:15. The complete schedule of examinations is announced during the semester.

**Business Office Debts.** Students' accounts must be paid in full before they take exams, before their transcripts will be released, and before they can register for the next term.

**Eligibility for Exams.** No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit which represents one class hour (50 minutes) a week for one semester; this class hour may involve class lecture attendance or laboratory work. Laboratory work will represent two to four class hours a week for one semester.

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality point per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester



WP	Withdrew Passing	0	quality points per semester
WF	Withdrew Failing	0	quality points per semester
P	Pass	0	quality points per semester
S	Satisfactory	0	quality points per semester
U	Unsatisfactory	0	quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). These standards must be approved by either the Vice-President for Academic Programs or the Vice-President of Community and Workforce Development. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Community and Workforce Development, and each student must be informed of these standards via the course syllabus.

**C Average.** A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

**F Grade.** The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his/her work through the semester and his/her final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his/her absence.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him/her from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period (excluding Christmas Holidays), the grade automatically becomes an "F". This applied to both mid-semester and semester grades.

**W Grade.** The mark "W" is recorded if the student officially withdraws after registration but before mid-semester. No mark is recorded for a withdrawal made before the end of registration, so long as the student did not attend any classes.

**WP and WF.** A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination. "WF" grades are figures as "F's" in computing quality point averages.

**Auditing A Course.** A student may audit a course by scheduling the course as an "audit" at the time of registration or change to audit at any time before mid-term. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".



A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw without receiving a grade. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

## **TRANSFER CREDITS**

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares herself/himself a candidate for a degree or certificate and requests an official evaluation from the District Academic Coordinator. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the College Level Examination Program (CLEP).

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative quality point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.



## **INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "O" in the course number.

## **COURSE REPEATS**

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

## **GRADE REPORTS**

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Records Office. A charge of one dollar will be made for each copy.

## **STUDENT LOAD**

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has maintained an average of **B** or better. **No** student may take or receive credit for more than twenty-one hours in any one semester without permission from the chief academic officer. Summer school is considered one semester.

## **WITHDRAWAL FROM SCHOOL**

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he/she should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in **WF's** in all classes.

## **INTRADISTRICT TRANSFERS**

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. He will check with receiving instructors to see if a transfer



is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. No Intradistrict Transfers will occur after the 3rd week of classes.

## DEGREES AND CERTIFICATES

**NOTE!** In all instances, meeting the requirements for graduation is the responsibility of the student.

**Residency.** In order to receive an associate degree, certificate of graduation, technical certificate, or a vocational certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes CC and must exclude developmental courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year vocational certificates.

### REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE (AA)

This degree is awarded to university transfer majors.

**1. General Education Core:**

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra

SPT 1113 - Oral Communication

Natural Sciences with labs - Two courses - 6 to 8 hours credit

Humanities - One course

Social Studies/Behavioral Sciences - One course

Fine Arts, Humanities, or Soc. Studies/Behav. Sci. - One course

CSC 1113 - Computer Concepts or Equivalent

**TOTAL 30 - 32 hours**

**2. Sixty-four semester hours**

(No hours in Institutional Credit Courses, or Vocational Courses will apply toward the AA Degree)

**3. A 2.00 cumulative quality point average**  
(see TRANSFER CREDITS)

**4. A 2.00 quality point average on Holmes Community College credits**

**5. Additional requirements for music majors are stated in the music curriculum.**

**NOTE!** Effective for students entering fall semester, 1996. Students who earned credit at HCC before this date have until May, 1999, to complete a degree under the General Education Core in effect at the time of their entrance provided they are in continuous enrollment.



## **REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

**1. General Education Core:**

ENG 1113 - English Composition I

\* MAT 1313 - College Algebra  
or

\*\* Natural Science with Lab plus a Math course

SPT 1113 - Oral Communication

Social Studies/Behavioral Sciences - One course

Humanities/Fine Arts Elective - One course

BOT 1133 - Microcomputer Applications or Equivalent

**TOTAL 18 - 23 hours**

\* Associate degree nursing students are not required to take MAT 1313 or BOT 1133. Computational skills and basic computer usage are included in the associate degree nursing curriculum.

\*\* A natural science with lab course or ATE 1113, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Vo-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 or BOT 1313.

**2. Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**

**3. Minimum of sixty-four semester hours**  
(excluding developmental/remedial and vocational hours)

**4. A 2.00 cumulative quality point average**  
(see TRANSFER CREDITS)

**5. A 2.00 quality point average on Holmes Community College credits**

## **SPECIAL DEGREE REQUIREMENTS**

### **REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT**

- Complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions.
- A 2.00 cumulative quality point average on all credits applied toward degree.



## **REQUIREMENTS FOR THE CERTIFICATE OF GRADUATION**

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**  
ENG 1113 & 1123 - English Composition I & II
2. **Sixty-four semester hours**  
(excluding vocational hours)

## **REQUIREMENTS FOR THE ONE-YEAR TECHNICAL CERTIFICATE**

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, and selected Business and Office Technology programs.

1. Complete the prescribed set of courses or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator. (Vocational hours are excluded.)
2. A 2.00 quality point average on the prescribed set of courses

## **REQUIREMENTS FOR TWO-YEAR TECHNICAL CERTIFICATES**

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Complete the prescribed set of courses or approved substitutes. (Vocational hours are excluded.)
2. A 2.00 quality point average is required to be eligible for the certificate.

**NOTE!** This certificate is awarded to students completing Collision Repair Technology, Automotive Technology, Machine Tool Operation/Machine Shop Technology, or Heating, Air-Conditioning, and Refrigeration Technology only.

## **REQUIREMENTS FOR VOCATIONAL CERTIFICATES**

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hour credit, but it is considered "nondegree" credit and will not apply toward an AA or AAS degree.

1. Complete the prescribed set of courses and clock-hours
2. A 2.00 quality point average on the prescribed set of courses

## **REQUIREMENTS FOR ACADEMIC PROMOTION FUNERAL SERVICE TECHNOLOGY**

- Complete the prescribed set of courses for the Funeral Service Technology Program as identified in the program course sequence and course description.



- A 2.00 cumulative quality point average.
- FSI 2811 Comprehensive Review must be taken in the last semester of course work. Each FSI course must be passed with an average of 75 in order to graduate and complete the program.

## APPLYING FOR GRADUATION

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first two weeks of October, and any student graduating in May must file during the first two weeks of February. Graduation fees (\$35.00 for May, \$15.00 for December) must be paid at these times.

A candidate shall not be eligible to receive two degrees/certificates at the same graduation.

## GRADE RECOGNITION AND HONORS

### A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

**PRESIDENT'S LIST:** Those students who have a quality point average of 3.7 to 4.0

**DEAN'S LIST:** Those students who have a quality point average of 3.4 to 3.69.

2. Full-time vocational students with quality point averages of 3.5 to 4.0 will be placed on a Vocational Honors List.

### B. GRADUATION HONORS

1. Rank in class

In order to receive class ranking, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative quality point average. The student(s) with the highest QPA (excluding developmental courses and Math 1213, 1233) will be recognized as Valedictorian, while the student(s) with the next highest QPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. There are two levels:

- a. Highest Honors - for those students QPAs of 3.7 to 4.0



B Honors - for those students with QPA's of 3.4 to 3.69

## REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.
3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

## EARNING A SECOND DEGREE FROM HOLMES

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn both an AA Degree and an AAS Degree either concurrently or subsequently if both degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

## STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic



department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605



## STUDENT COMPLAINT PROCEDURE

Holmes Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. Students who fail to use existing appeals committees will forfeit their right to future due process. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3.
2. Contact the appropriate counselor on the Goodman, Ridgeland, or Grenada Campus.
3. Express the nature of the complaint and pertinent information in writing to the appropriate person.

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the student within 15 working days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. The grievance committee will be appointed by the CLO at each campus and will consist of two administrators and two faculty not directly involved in the alleged problem, as well as two students and the original investigating official. The decision of the grievance committee is considered final.

No adverse action will be taken against a student for filing a complaint.

## EXPENSES

Each Semester	Mississippi Students		
	Commuting	Existing Dorm	New Dorm
General Fees for Full-time Students			
* Entrance Fee (Matriculation/Tuition)	\$712	\$ 715	\$715
** Room Rent (Due at registration/Non-ref)		325	400
*** Board/Meals (One-third due at registration)		550	550
	\$712	\$1590	\$1665

### DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	\$1224/1290	(Entrance Fee, Room Fee, 1/3 Board)
Second Payment:	183	(1/3 Board)
Third Payment:	183	(1/3 Board)

Total per semester: \$1590/\$1665



	<b>Fall Semester, 2002</b>	<b>Spring Semester, 2003</b>
First Payment:	August 15, 2002	January 7, 2003
Second Payment:	September 26, 2002	February 20, 2003
Third Payment:	November 7, 2002	April 3, 2003

Out-of-State Student Fee (Due each semester/Non-ref)	\$850
Graduation Fee	\$35
Adding a Course or Changing Sections	\$10
Second Copy of Student Schedule	\$2
Student ID Card Re-Issue	\$10
****Housing Deposit (\$30 Refundable less damage)	\$50
Key Replacement Fee	\$25
Semester Hour Fee For Part-Time/Summer School Students	\$65
Matriculation Fee For Part-Time Students (Non-Refundable)	\$10

\* Due at Registration

\*\* Five-day week

\*\*\* Monday morning through Friday noon

\*\*\*\*This fee is mandatory for ALL dormitory students and must be paid directly to the Director of Housing in McDaniel Hall **PRIOR TO DORMITORY OCCUPANCY.**

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee.

An I.D. card is issued to each full time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

### **CHANGING STATUS FROM FULL-TIME TO PART-TIME**

A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status before the last day of registration will have his or her fees adjusted to the part-time student rate. There will be no adjustments made for dropping to part-time status after the last day of registration.

### **SPECIAL PLAN FOR SENIOR CITIZENS**

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.



## SPECIAL TOOLS AND/OR EQUIPMENT ARE REQUIRED FOR THE FOLLOWING VOCATIONAL AND TECHNICAL PROGRAMS:

Automotive Mechanics  
Collision Repair Technology  
Cosmetology  
Drafting and Design  
Electronics  
Machine Shop  
Heating, Air Conditioning and Refrigeration  
Welding

### REFUND POLICY

- a A portion of the entrance fee (Fall semester — \$160, Spring semester — \$135) is for matriculation and is non-refundable. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The date of withdrawal placed on the withdrawal form by the chief academic officer on each campus is the date the Business Office uses to calculate refunds. The remainder of the fee is refundable as follows:

#### **Full & Part Time Day Students**

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

#### **Summer Students**

After 1st class	90 per cent
After 2nd class	75 per cent
After 3rd class	50 per cent
After 4th class	25 per cent
After 5th class	0 per cent

#### **Evening and On-Line Students**

After 1st class (week for online)	75 per cent
After 2nd class (week for online)	50 per cent
After 3rd class (week for online)	25 per cent
After 4th class (week for online)	0 per cent

- b Room rent of \$325-\$400 per semester is non-refundable.
- c Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal placed on the withdrawal form by the chief academic officer on each campus is the date the Business Office uses to calculate refunds. No reduction is made for absences of less than two continuous weeks (holidays excluded).
- d Refund policy for veterans provides that a refund will be made upon application on a pro rata basis to an eligible person (service man or active duty veteran, or war orphan) in receipt of educational benefits pursuing education or instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.



# **STUDENT SERVICES**

## **COUNSELING AND ADVISEMENT**

The Counseling Department provides academic, social, personal, and career counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

## **FACULTY ADVISORS**

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

## **CAREER CENTER**

The Career Center, located in McDaniel Hall on the Goodman campus, provides career counseling services; such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

## **STUDENT SUPPORT SERVICES**

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

## **ORIENTATION**

Orientation will include a program designed for new and transfer students to introduce them to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.



## **TESTING**

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), and General Educational Development Test (GED). Applications and/or information for each of these tests may be obtained from the counseling office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

## **JOB PLACEMENT & TRANSFER FACILLITATION**

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Career Center, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

## **HEALTH SERVICE**

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

## **STUDENT FINANCIAL ASSISTANCE**

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

Federal Pell Grants

Federal Supplemental Educational Opportunity Grants (SEOG)

Federal Workstudy (CWS)

Federal Stafford Student Loans

Federal Unsubsidized Stafford Loans

Federal Plus Loans

Mississippi Student Incentive Grants (MSIG)

H.C.C. Achievement/Performance Scholarships

H.C.C. Development/Patronage Scholarships



## **APPLICATION**

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid. This packet is available through the Financial Aid Office on the Goodman, Grenada and Ridgeland Campuses or in most high school counseling centers. Students must list Holmes Community College, Goodman Campus or use school code 002408 to insure that the HCC Financial Aid Office receives notification of their interest in attending. There is a separate H.C.C. Financial Aid Application students must complete to be considered for the CWS, SEOG and SSIG Programs. Students who want loans must go by their local bank and request a Stafford Loan Application.

## **DEADLINES**

Students are encouraged to apply early in the Spring prior to the start of the Fall Semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

## **POLICIES GOVERNING STUDENT FINANCIAL AID**

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

Aid recipients having attended other post-secondary institutions, prior to HCC, are required to submit a Financial Aid Transcript from each institution attended.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.



Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student after 60% of each semester. Refund checks not picked up at this time or before the end of that semester will be held for twenty days and then voided. All workstudy checks will be disbursed on a monthly basis.

Any student who withdrawals from school or drops below the maximum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may owe Holmes community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

### **HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID**

In order to remain eligible to enroll in college and receive Title IV financial assistance such as Pell Grants, Supplemental Educational Opportunity Grants (SEOG), State Student Incentive Grants (SSIG), College Work-Study (CWS), Guaranteed Student Loans, and PLUS Loans, all students must progress satisfactorily towards completion of a chosen academic, technical or vocational program. This is a requirement established by the U.S. Department of Education and the U.S. Congress (subsidized and unsubsidized).

Satisfactory progress will be measured according to the following table for full time and part-time students



Cumulative Semester Hours Attempted	1-16	17-32	33-48	49-64	64 +	64 +	64 +	64 +
Cumulative Grade Point Average*	1.5	1.5	1.75	2.0	2.0	2.0	2.0	2.0

\*The Cumulative G.P.A. requirements will be waived after any full-time semester which includes no drops if the student meets the hour requirement and has a G.P.A. for the current semester of 2.0 or greater.

**Hours Attempted:** The number of hours a student enrolls in will be considered as hours attempted. Withdrawal grades will be counted as hours attempted, whether W, WF, or WP.

**Maximum Time:** A student will not be eligible for any financial aid after six (6) full-time semesters regardless of G.P.A., hours attempted, or changes of program.

**Cumulative Records:** A student's entire academic record at Holmes Community College will be evaluated to determine eligibility for financial aid, regardless of whether or not he or she has received aid for all semesters.

**Probation:** Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

**Financial Aid Suspension:** Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

**Notification:** Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

**Reinstatement:** In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the required hours and G.P.A. as required for satisfactory progress.

**Transfer Student:** Transfer students will enter with the same status for financial aid as an entering freshman.

**Remedial Courses:** Since students receive institutional credit and grades for remedial courses, they will be treated in the same manner as regular courses.

**Repeating Courses:** Students can only repeat courses one time and still have them considered in determining their enrollment status for purposes of receiving financial aid.

**Incompletes:** A student must remove an incomplete (I) grade within the two weeks following the grading period or the grade automatically becomes an "F". An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

**Non-Credit Courses:** Non-credit courses will not count in hours attempted.

**Withdrawals:** Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid. W, WF, and WPs will be counted



as hours attempted.

**Standards of Progress Review:** All students records are reviewed at the end of each semester.

**Appeal Process:** Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the District Admissions Committee. This appeal should be in writing and presented at least one week prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS.

**Note:** Financial aid suspension does not prevent a student from attending Holmes Community College if they are not on academic suspension.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid office is located on the first floor of the District Administration Building.

## **TYPES OF FINANCIAL AID**

### **Grants**

Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need, plus an H.C.C. Application for Financial Aid if they want to be considered for more than a Pell Grant. The three types of grants at Holmes Community College are described below:

#### **A. Federal Pell Grant**

The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance. Starting in the 1993-94 school year, less than half-time students may be eligible for the Pell.

#### **B. Federal Supplemental Educational Opportunity Grant (FSEOG)**

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to



receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time part-time students with 6 hours or more. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than \$200 an academic year. Students must complete the H.C.C. Financial Aid Application to be considered for this grant.

**C. State Student Incentive Grant Program (SSIG)**

This program is administered by the State of Mississippi through the Mississippi Post-Secondary Education Financial Assistance Board. The federal government puts up 50% of the funds and the State of Mississippi matches it. At Holmes Community College only full-time students who are Mississippi residents and who demonstrate financial need will be eligible because of the limited funds allocated to the institution. The amount of award will range from \$200 to approximately \$1,000 for an academic year. There is a special form the student must sign for this grant. The final approval of a grant is made by the Mississippi Post-Secondary Educational Financial Assistance Board; however, application for this program is processed by Holmes Community College Financial Aid Office. This program is similar to the SEOG Program in basic student requirements and eligibility. Awards for the SSIG Program are made in July.

**D. Mississippi Resident Tuition Assistance Grant (MTAG) Program**

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for the four (4) year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.
- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

**Award Amount:** Up to \$500 annually for freshmen and sophomores; Up to \$1,000 annually for juniors and seniors.



**Deadline To Apply: August 1**

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

**1. Mississippi Eminent Scholars Grant (MESG) Program**

The MESG is a State-sponsored grant available to "first-time-in-college" students and renewal applicants only.

**Eligibility:**

The student must be a current legal resident of Mississippi for the four (4) years immediately preceding application for the MESG.

The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale, OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.

The student must be accepted on a full-time basis at an eligible institution.

The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.

The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.

– The student must reapply annually.

The student must meet other criteria as set by the eligible institution.

**Amount Of Award:** Up to \$2,500 annually, not to exceed the tuition and mandatory fees.

**Deadline To Apply: August 1**

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

**Student Employment**

**Federal College Work-Study Program** — This program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

The college work-study program is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic success and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a



citizen or permanent resident of the United States. Starting in the 1994-95 school year Holmes Community College will use 5% of its CWS allocation for community service jobs.

## LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the student's bank, credit union, or savings and loan. Students must be enrolled in 6 hours or more per semester at the time the loan checks are picked up. Students who drop below 1/2 time status will have their loans voided.

### Federal Stafford Loan (FSL)

**Description:** This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

**Amount:** Freshmen undergraduates may borrow up to \$2,625 per year, and sophomores up to \$3,500, while juniors and seniors can borrow up to \$5,500 per year, for a total of up to \$23,000. Graduates may borrow up to \$8,500 per year with an aggregate total (including undergraduate loans) of \$65,500. The amount of each loan may not exceed the school's estimate of educational expenses less financial aid from the school which includes such things as Pell Grants, CWS, SEOG, VA Benefits, Scholarships, etc., and your expected family contribution.

**Loan Origination Fee:** Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

**Loan Eligibility:** Effective October 17, 1986, the Federal Stafford Loan Program became a Need-Based Program like CWSP and SEOG.

**Interest Rates:** The current interest rate is 7.43 variable up to 9 percent per year for first time borrowers.

**Repayment:** Loans have a minimum repayment of \$600 per year or a minimum of \$50 per month. Remember, the actual minimum repayment will depend on the total amount borrowed. Repayment begins six (6) months after the last date of half-time enrollment.

**Deferment:** Borrowers on the loan program may defer payment for up to three (3) years while in the U.S. Military Service, Peace Corp, VISTA, U S. Public Health Service, National Oceanic and Atmospheric Administration Corp., and Medical Internship. Student Deferment may be granted when the borrower re-enrolls in college half-time or more.

The Federal Student Loan can be canceled only in the event of the borrower's death or permanent and total disability. These loans cannot be canceled or "forgiven" for military service or teaching.

### Unsubsidized Federal Stafford Loans

This new loan program is available to eligible students, regardless of family



beginning of the period of enrollment beginning on or after October 1, 1992. The interest rate for unsubsidized loans will be the same as the terms for Subsidized Loans. For more information, see the terms of the loan.

- A. **Interest Payments:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that has accumulated on the loan while you are enrolled in school. During non-school periods and during periods of repayment and authorized deferment, there are no payments due. You must pay interest during these periods. There are two ways that you must pay interest during these periods: (1) You may make payments of monthly payments to your lender or (2) You and your lender may agree to add your interest to the principal of the loan and then make one payment of the principal. This is called capitalizing the interest. If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.
- B. **Federal Origination Fee Insurance Premium:** You will be charged a **Federal Origination Fee Insurance Premium** on each disbursement of your Unsubsidized Federal Stafford Loan.

### **Plus Loans**

Federal Plus Loans may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. Parents should talk with their lender about deferment provisions, interest rates, repayment period, and fees. Starting on or after October 1, 1992, all Federal Plus Loan checks will be sent to the institution or payable to the institution and the parent borrower. The institution is required to collect an Authorization document from the parent before releasing this check to anyone (student) other than the parent. The institution must verify the student's eligibility prior to forwarding the Federal Plus check to the borrower.



# SCHOLARSHIPS

## Achievement Scholarships

1. Board of Trustees Scholarship
2. President's & Dean's Scholarships:  
Academic, Vocational & Technical Students
3. Valedictorian and Salutatorian
4. VICA Scholarship
5. Diversified Technology Scholarship

## Performance Scholarships

1. Athletic Scholarships
2. Cheerleader Scholarships
3. Drama Scholarships
4. Music Scholarships
5. Journalism Scholarships

## HCC Development Foundation Scholarships

1. The Belk Family Scholarship
2. The Frank B. Branch Memorial Scholarship
3. The Dr. Paul B. Brumby Memorial Scholarship
4. The Evelyn H. Clark Memorial Drama Scholarship
5. The F.C. & Annie P. Dailey Nursing Scholarship
6. The Gibson Family Scholarship
7. The Kay Hodges Memorial Scholarship
8. Mr. And Mrs. M.C. McDaniel Scholarship
9. The Gayden Schrock Memorial Scholarship
10. The Doris S. and John W. Campbell, Sr. Memorial Scholarship
11. Bain & Corey Scholarship
12. Tim Cummins Memorial Lions Club Baseball Scholarship
13. The 1950 HJC Championship Football Team Athletic Scholarship
14. Eli P. Garrett Scholarship

## Patronage Scholarships

1. The John C. Downey Scholarship
2. The Samuel O. Massey Medical Scholarship Fund
3. Trustmark National Bank Scholarship Program For  
Graduating Seniors
4. The Yazoo Rotary Club Vocational-Technical Scholarship
5. The Peoples Bank & Trust Co. Senior College Scholarship
6. The Toyota Technical Education Scholarships
7. The Kelly Gene Cook Scholarship
8. The Michael Klauk Scholarship
9. The Anel Vocational-Technical Sponsorship Program
10. Ivey's Mechanical Company Scholarship
11. The Mississippi Manufacturers' Assn. Chairman's Award
12. The Lexington Foundation Scholarship
13. Ansercall, Inc. Funeral Service Scholarship
14. Madison-Ridgeland Rotary Club Scholarship



**Board of Trustees Scholarships:** This scholarship is designed to cover the cost of tuition, matriculation fee, and living expenses only. Recipients must be high-achieving students with an unweighted ACT composite of 24 or higher. The student must maintain a cumulative Q.P.A. of at least a 3.0 cumulative Q.P.A. in order to continue to be eligible for this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

**President's Scholarships:** This scholarship is designed to cover one-half the cost of tuition, matriculation fee, and living expenses only. Recipients must be high-achieving students with an unweighted ACT composite of 24-27. The student must maintain a cumulative Q.P.A. of at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

**Dean's Scholarships:** This scholarship is designed to cover the cost of tuition at Hiram Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time students with an unweighted ACT composite of 26-28. The student must maintain a cumulative Q.P.A. of at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

## **REGULATIONS FOR BOARD OF TRUSTEES', PRESIDENT'S, AND DEAN'S SCHOLARSHIPS**

Out-of-state students are not eligible for this scholarship.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships, because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as academic, musical, drama, valedictorian-salutatorian awards, etc., as long as they do not exceed the published cost of attending school per semester.

Students must have official ACT scores on file before award will be made.

Awards will be made to first-time entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same Q.P.A. requirements as native students.

Students who do not and become eligible for these scholarships or submit an official score after a registration deadline will not receive their award until the beginning of the next semester, provided they enroll as full-time students and have maintained a cumulative 3.0 Q.P.A.



These scholarships are credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.

**Valedictorian and Salutatorian Scholarships:** Valedictorians and Salutatorians from Mississippi High Schools are eligible for a \$100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

**SkillsUSA Scholarships:** It is proposed that scholarships be awarded to the first place winners of the District SkillsUSA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any vocational-technical program at Holmes Community College that students may choose. It is further proposed that scholarships be awarded to the first place winners in the State SkillsUSA Contest in the areas of Cosmetology, Air Conditioning/Refrigeration, and Collision Repair. In the event that there are no state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. vocational-technical counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the vocational-technical department.

**Diversified Technology Scholarship:** This is a merit scholarship awarded to students who place first, second, or third in any competitive event at the technology Student Association's Annual Conference.

Students placing first will be awarded \$350 per semester. Second place winners will be awarded \$300 per semester. The scholarship may be applied to tuition, room and board, or any other expenses incurred by a full-time day student.

This scholarship is available only to Engineering Technology majors on the Goodman Campus who maintain a 2.5 cumulative quality point average.

Students eligible for the Diversified Technology scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of Holmes Community College.

### **Scholarship Regulations:**

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.



3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

### **Athletic Scholarships**

**Grant-in-Aid Scholarships** are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

### **Cheerleader Scholarships**

Scholarships are available to cheerleaders at a rate of \$400.00 per semester. This scholarship will be awarded on a semester basis. Cheerleaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

### **Drama Scholarships**

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

### **Journalism Scholarships**

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

### **Music Scholarships**

**Band (Instrumental)** scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.\*

**Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (concert choir, Coachmen, or The Holmes Connection). Students may hold vocal scholarships concurrently with band scholarships.\*

**Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.\*



## **Holmes Community College Development Foundation Scholarships**

**The Belk Family Scholarship:** This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

**Frank B. Branch Memorial Scholarship:** This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

**The Dr. Paul B. Brumby Memorial Scholarship:** This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

**The Evelyn H. Clark Memorial Scholarship:** This is awarded in honor of the late Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Community College. The Scholarship Committee of the Holmes Community College Development Foundation will select a sophomore as the recipient of this award based on talent, scholarship, character, and dedication.

**The F.C. Annie P. Dailey Memorial Nursing Scholarship:** This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

**Gibson Family Scholarship:** Scholarship requirements are as follows:



Resident of Webster or Choctaw County  
High School Graduate with B average  
One-half of annual scholarship paid Fall Semester and remaining one-half paid Spring Semester.

**The Kay Hodges Scholarship:** This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

**Mr. and Mrs. M.C. McDaniel Scholarship:** The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

**The Gayden Schrock Memorial Scholarship:** Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

**The Doris S. and John W. Campbell, Sr. Memorial Scholarship:** This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

**Bain & Corey Scholarship:** This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/her growth, but, also, to the growth of the commu-



nity. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

**Tim Cummins Memorial Lions Club Baseball Scholarship:** This scholarship was established by the Kosciusko Lions Club and the Tim Cummins family. The scholarship will be awarded to a resident of Attala County and a member of the Holmes Community College baseball team. The scholarship recipient will be selected on the basis of need, leadership, character and scholastic ability. Students who wish to apply for this scholarship should contact the Director of Financial Aid or the Director of Athletics at Holmes Community College.

**The 1950 HJC Championship Football Team Athletic Scholarship:** This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

Interested students may pick up applications from their high school counselors, vocational-technical counselors, Grenada and Ridgeland campus of Holmes Community College, or the office of the Equity Coordinator on the Goodman campus. Application deadline is in May of each year.

**Eli P. Garrett Scholarship:** The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative QPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

## **PATRONAGE SCHOLARSHIPS**

**The John C. Downey Scholarship:** The Parker-Hannifin Corporation of Madison, MS has established a \$500.00 scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business.

The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.



**Samuel O. Massey Medical Scholarship Fund:** A fund established by Holmes Community College alumnus Dr. Samuel A. Massey, the monies allotted for scholarships are set aside to train those who wish to pursue training in any field of medicine that requires a degree, associate, baccalaureate, or graduate. While economic need is considered, it is not the sole criteria by which applicants are selected. Scholarship, leadership, and a willingness to donate 10 percent of their time once admitted to the health care community, to those in need of medical attention is also a consideration for those selected as recipients. Selection is made each spring by an independent board of directors, with board members representing Holmes Community College and the Massey family. The application deadline is March 1.

**Trustmark National Bank Scholarship Program For Graduating Seniors:** Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend Holmes Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes Community College, be from a household with a combined income of \$20,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite score of 14 or more on the ACT.

**The Yazoo Rotary Club Vocational-Technical Scholarship:** This scholarship is sponsored by the Yazoo City Rotary Club for a deserving Yazoo City Vocational-Technical student. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program at Yazoo City Vocational-Technical Center. The applicant must plan to enroll as a full time student at Holmes Community College in a vocational or technical program. This scholarship is in the amount of \$500.00 to be paid in four installments of \$125.00 for each semester for a student enrolled in a two year program or two installments of \$250.00 each for a student enrolled in a one year program. Three letters of recommendation must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes Community College. The Holmes Community College scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

**The Peoples Bank & Trust Co. Senior College Scholarship:** This Scholarship will be presented to a graduating student who plans to further his/her education in the field of Business.

**The Toyota Technical Education Scholarships:** Given by the Toyota Motor Co. USA, these scholarships are available to second year Automotive Mechanics students. The criteria for selection of these scholarships will be determined by the Automotive Department and the Vocational-Technical Administration.

**The Kelly Gene Cook Scholarship:** The Kelly Gene Cook Senior Charitable Foundation Inc. has allotted scholarships to Holmes Community College starting in the fall of the 1974-95 school year. The selection criteria is as follows.



1. Demonstrate a financial need (must apply for financial aid at Holmes Community College)
2. Be in the top 25% of their high school graduating class with a GPA of 3.0 and an ACT score of at least a 19
3. Be an unmarried Mississippi resident without dependents
4. May major in any academic course of study except Physical Education
5. Must complete a minimum of 15 hours each semester and maintain at least a 3.0 average.

The nominees of the Cook Scholarship will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

**The Michael Klauk Scholarship:** This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

**The ANEL Vocational-Technical Sponsorship Program:** Anel Corporation, an established supplier of custom fabricated metal products, offers sponsorships to qualified high school students and beginning college students pursuing a career in their manufacturing field. They recruit young men and women who possess character, academic skills motivation, and the ability to benefit from advanced training. Full-time employment is available at the successful completion of training.

**Ivey's Mechanical Company Scholarship:** Ivey's, one the the world's largest plumbing contractors, has realized the necessity of employing workers who possess many skills and who are knowledgeable enough to work with modern technology. A system, much like an apprenticeship, has developed between the company and HCC. Ivey's surveys the district for young men and women who possess the basic skills and motivation to enter this industry. Provisions for summer employment are provided, along with a scholarship to attend HCC for one year. As soon as the student successfully completes the program, he will immediately be fully employed by Ivey's. Interested applicants should contact Ivey's in Kosciusko or the Director of Vo-Tech Education at the Goodman Campus.

**Mississippi Manufacturers' Association Chairman's Award:** This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses in-



curred by a full-time day student.

**The Lexington Foundation Scholarship:** This scholarship is given by the Lexington Foundation of Lexington, Miss. Scholarships each year to Holmes Community College will be awarded to two students from East Holmes Academy, Central Holmes Academy, J.J. McClain and S.V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 3.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met. Students receiving other scholarships or financial assistance will be eligible. Applications are due by April 1.

**Ansercall, Inc. Funeral Service Scholarship:** This scholarship is sponsored by Ansercall, Inc. of Laurel. To be eligible the applicant must be a returning sophomore student to the Ridgeland Campus of Holmes Community College. Persons residing in Clarke, Covington, Greene, Jasper, Jones, Perry, Smith or Wayne Counties will be considered for the scholarship first followed by other students in the funeral services program. The selection of the scholarship shall be coordinated through the HCC Foundation Executive Committee, the funeral service faculty and the HCC Scholarship Committee. Deadline for receiving applications will be May 1.

**Madison-Ridgeland Rotary Club Scholarship:** The Madison County Rotary Club Vocational-Technical Scholarship: This scholarship is sponsored by the Madison-Ridgeland Rotary Club for a deserving Madison County Vocational-Technical student living in the Madison-Ridgeland area. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program in the Madison-Ridgeland area schools. The applicant must plan to enroll as a full-time student at Holmes Community College in Ridgeland in a vocational or technical program. Three letters of recommendations must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes. The HCC scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

**NOTE:** The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

### **Other Financial Aid Resources**

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation



### 3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalogue, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, Goodman, MS 39079.

### **STUDENT HOUSING (Goodman Campus Only)**

There are seven dormitories on campus providing space for 360 men students and 300 women students. A minimum GPA of 1.75 is required for dorm residents. Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of a \$50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up to \$30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

### **RESIDENCE HALL HOURS**

All residence halls open at 4:00 p.m. Sunday afternoons and close at 4:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.



## **AUTOMOBILES ON CAMPUS**

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

## **BOOKS**

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

## **MAIL SERVICE (Goodman Campus Only)**

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorange Center. Students must register for a post office box with the Bookstore Manager.

## **STUDENT CONDUCT**

Students are expected to conform to acceptable standards of decency, morality, courtesy, be truthful, respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

## **CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, work-shops, short courses, and other activities designed to meet particular needs.

## **VETERANS' EDUCATIONAL BENEFITS**

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying



Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on August 19, 1998, and was implemented beginning with the fall semester of 1998. The statement is in compliance with VA Regulation 14253 (D).

## CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

**Ambassadors.** The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

**Band.** Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

**Baptist Student Union (BSU).** The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

**Cheerleaders.** The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

**Concert Chorale.** The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

**Cosmetology Club.** The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

**Creative Arts Club.** The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss inter-



ests and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

**Delta Epsilon Chi (DEX).** Delta Epsilon Chi is an organization for students majoring in Marketing and Management. Activities include emphasis on leadership development, social intelligence, civic consciousness, and vocational understanding. Students attend seminars and state and national conferences. **Ridgeland Campus only.**

**Delta Psi Omega.** Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

**Forestry Club.** This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. **Grenada Center only.**

**Health Occupations Students of America (HOSA).** HOSA is a national vocational student organization. The purposes of HOSA are twofold: to help students acquire the knowledge, skills, and behavior essential in preparing for a health career and to encourage leadership development, patriotism, and service. Under the direction of the classroom instructor, members strengthen their leadership and citizenship abilities through interaction with business, professional, and other student organizations. **Ridgeland Campus and Grenada Center only.**

**The Holmes Connection!** This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

**Holme-Towne Players.** This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

**Math and Combined Sciences Club.** MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs for the entire student body taking upper math or science courses. All students are invited to attend MACS meetings.



**Phi Beta Lambda.** Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

**Phi Theta Kappa.** Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

**Pi Sigma Eta.** Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

**SkillsUSA-VICA.** Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

**Social Science Forum.** The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

**Student Government Association.** Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

**Student Nurses' Organization.** This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses. Grenada Center only.



## PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications visible and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place policies specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publications to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

*The GROWL*, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The GROWL*. These costs are included in registration fee.

*Horizons* is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

*Reflections*, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.



# PROGRAMS OF STUDY

## ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

## ACADEMIC EDUCATION PROGRAMS

AGRICULTURE	PRE-LPN
ART	PRE-MEDICAL & PRE-DENTAL
AVIATION MANAGEMENT	PRE-NURSING (B.S.)
BIOLOGICAL SCIENCE	PRE-PHARMACY
BUSINESS ADMINISTRATION/ ACCOUNTING	PRE-PHYSICAL THERAPY
CHILD CARE/CHILD DEVELOPMENT	PRE-RADIOGRAPHY TECH
COMPUTER SCIENCE	PRE-VETERINARY
ELEMENTARY EDUCATION	SECONDARY EDUCATION:
ENGINEERING	BIOLOGY/SCIENCE
FORESTRY AND WILDLIFE	ENGLISH/SOCIAL SCIENCE
INDUSTRIAL TECHNOLOGY	MATHEMATICS
LIBERAL ARTS CORE	MUSIC-INSTRUMENT
MATHEMATICS	MUSIC-PIANO
PRE-CLINICAL LAB SCIENCES	MUSIC-VOICE
PRE-CYTOTECHNOLOGY	PHYSICAL EDUCATION
PRE-DENTAL HYGIENE	TECHNOLOGY TEACHER
PRE-HEALTH INFO MANAGEMENT	* NURSING, ADN
PRE-LAW	

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

AAS is awarded for this program, but it is not a Technical curriculum.



# Agriculture

## First Year

### First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
College Algebra	MAT 1313
American National	
Government	PSC 1113
Physical Education	1
Total	17 hrs.

### Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
*Math	3
Oral	
Communication	SPT 1113
Physical Education	1
Total	17 hrs.

## Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide. (See basic core on page 50)

\*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.



**Art**  
**(Goodman Campus)**

**First Year**

**First Semester**

College Algebra ..... MAT 1313  
Drawing I ..... ART 1313  
Design I ..... ART 1413  
English Comp. I ..... ENG 1113  
Laboratory Science ..... 4  
Total ..... 16 hrs.

**Second Semester**

Painting ..... ART 2513  
Drawing II ..... ART 1323  
Sculpture I ..... ART 2623  
Art History II ..... ART 2723  
Humanities Elective ..... 3  
Computer Concepts ..... CSC 1113  
Total ..... 18 hrs.

**Second Year**

**First Semester**

Painting II ..... ART 2523  
Figure Drawing I ..... ART 2323  
Art History I ..... ART 2713  
Oral Communication ..... SPT 1113  
Social/Behavioral  
Science ..... 3  
Total ..... 15 hrs.

**Second Semester**

Drawing II ..... ART 1323  
Design II ..... ART 1423  
Sculpture II ..... ART 2643  
Laboratory Science ..... 4  
English Comp. II ..... ENG 1123  
Total ..... 16 hrs.



# Aviation Management & \*Flight Operations

## First Year

### First Semester

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
History .....	3
General Psychology .....	PSY 1513
Music Appreciation .....	MUS 1113
P.E. Activity .....	1
Total	16 hrs.

### Second Semester

English Comp. II .....	ENG 1113
Finite Mathematics .....	MAT 1333
History .....	3
Oral Communication .....	SPT 1113
Micro Computer Applications .....	CSC 1123
Total	15 hrs.

## Second Year

### First Semester

Literature .....	3
Prin. of Econ. I .....	ECO 2113
Elective .....	3
Prin. of Accounting I .....	ACC 1213
Lab Science Elective .....	3
Intro/Computer Concepts .....	CSC 1113
Total	18 hrs.

### Second Semester

Literature .....	3
Prin. of Econ. II .....	ECO 2123
Business Statistics .....	BAD 2323
Prin. of Account II .....	ACC 1223
Lab Science Elective .....	3
Total	15 hrs.

This curriculum is designed to articulate with the aviation programs at Delta State University.

\*Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the freshman year.



# Biological Science

## First Year

### First Semester

English	
Composition I. .. .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Foreign Language .. .....	3
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II.....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Foreign Language .. .....	3
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
Total	17 hrs.

## Second Year

### First Semester

Organic	
Chemistry I .....	CHE 2424
Foreign Language.....	3
Social Studies/	
Behav. Science . . . . .	3
Botany I .....	BIO 1314
Intro/Computer	
Concepts .....	CSC 1113
Total	17 hrs.

### Second Semester

Microbiology .....	BIO 2924
Organic	
Chemistry II .....	CHE 2434
Botany II .....	BIO 1324
Foreign Language .....	3
Oral	
Communication ....	SPT 1113
Total	18 hrs.



# Business Administration/Accounting

## First Year

### First Semester

English Composition I.....	ENG 1113	3
History .....		
Intro to Business .....	BAD 1113	
College Algebra .....	MAT 1313	
Oral Communication .....	SPT1113	
Elective.....		1
Total		16 hrs.

### Second Semester

English Composition II .....	ENG 1123	
Fine Arts .....		3
Behavioral Science Elective .....		3
MicroComputer Applic ...	CSC 1123 or BAD 2533	
Literature .....		3
Elective .....		3
Total		18 hrs.

## Second Year

### First Semester

Laboratory Science .....	4
Principles of Economics I .....	ECO 2113
Legal Environment of Business .....	BAD 2413
Principles of Accounting I .....	ACC 1213
Business Cal. I or .....	MAT 1513
Finite .....	MAT 1333
Total .....	16 hrs.

### Second Semester

Laboratory Science .....	4
Principles of Economics II .....	ECO 2123
Business Statistics ....	BAD 2323
Principles of Accounting II .....	ACC 1223
Business Comm .....	BAD 2813
Total	16 hrs.

Check your senior college catalog for additional requirements of literature. Business Calculus II, foreign language, etc.



## Child Care/Child Development

### First Year

#### First Semester

##### English

Composition I .....	ENG 1113
History .....	3
Gen.Biology I .....	BIO 1114
General Psychology .....	PSY 1513
Oral Communication .....	SPT1113
Total	16 hrs.

#### Second Semester

##### English

Composition II .....	ENG 1123
History .....	3
Gen.Biology II .....	BIO 1124
Intro/Per. Health .....	HPR 1213
*Child Psychology .....	EPY 2513
Total	16 hrs.

### Second Year

#### First Semester

Literature .....	3
College Algebra .....	MAT 1313
Physical Science Survey .....	4
Intro to Sociology .....	SOC 2113
*Adolescent Psy. ....	EPY 2523
Total	16 hrs.

#### Second Semester

Literature .....	3
Nutrition .....	HEC 1253/BIO 1613
First Aid/CPR .....	HPR 2213
Intro to Computers .....	CSC 1123
Marriage & Family .....	SOC 2143
*Human Growth/Dev. ....	EPY 2533
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum. Employees of Head Start will need to have 6 courses in the area of early childhood development (within the associate degree) to become certified for employment after 2003.

\*A student may not need EPY 2513, EPY 2523, and EPY 2523. In most cases the student will need either (a) EPY 2513 and EPY 2523 or (b) EPY 2533.



# Computer Science

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
Foreign Language .....	3
History .....	3
Calculus I .....	MAT 1613
Intro. to Computer	
Concepts .....	CSC 1113
Total	18 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Calculus II .....	MAT 1623
*Foreign Language .....	3
Computer	
Programming I .....	CSC 1613
*Biological Science .....	34
Social Science	
Elective .....	3
Total	19 hrs

## Second Year

### First Semester

Computer	
Programming II .....	CSC 2623
Calculus III .....	MAT 2613
*Foreign Language .....	3
Gen. Physics I .....	PHY 2414
Fine Arts .....	3
Total	16 hrs.

### Second Semester

Oral	
Communications .....	SPT 1113
*Foreign Language .....	3
Gen. Physics II .....	PHY 2424
Calculus IV .....	MAT 2623
Literature, Soc. Sci.,	
or Science .....	3
Total	16 hrs

\* Check your senior college catalog.



## Elementary Education

### First Year

#### First Semester

##### English

Composition I ..... ENG 1113

##### The Real

Number System ..... MAT 1723

Biological Science ..... 4

American National ..... 4

Government ..... PSC 1113

Music for Children ..... MUS 2513

Total 16 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123

Oral Communication ..... SPT 1113

Geometry, Measurement

and Probability ..... MAT 1733

General Psychology ..... PSY 1513

Art for Children ..... ART 1913

Physical Education ..... 1

Total 16 hrs.

### Second Year

#### First Semester

Literature ..... 3

Human Growth ..... 4

& Development ..... EPY 2533

World Geography ..... GEO 1113

College Algebra ..... MAT 1313

Physical Science ..... 4

Survey I ..... PHY 2244

Total 16 hrs.

#### Second Semester

History ..... 3

Fine Arts ..... 3

Introduction to

Sociology ..... SOC 2113

Intro. to Computer

Concepts ..... CSC 1113

Electives ..... 4

Total 16 hrs.



# Engineering

## First Year

### First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
*Graphic	
Communication I	GRA 1143
Trigonometry	MAT 1323
**Humanities Social	
Science Elective	3
Calculus I	MAT 1613
Total	19 hrs.

### Second Semester

English	
Composition II	ENG 1123
CSC Programming Course	3
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Humanities/	
Social Studies Sequence	3
Calculus II	MAT 1623
Total	16 hrs.

## Second Year

### First Semester

Engineering	
Physics I	PHY 2514
Calculus III	MAT 2613
**Humanities/Social	
Science Elective	6
Fine Arts	3
Total	16 hrs.

### Second Semester

Engineering	
Physics II	PHY 2524
Calculus IV	MAT 2623
Oral	
Communication	SPT 1113
Humanities/Social	
Studies Sequence	3
Differential	
Equations	MAT 2913
Total	16 hrs.

\*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

\*Consult university catalog.

\*\*Fifteen (15) hours are required in the humanities and social science. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.



# Forestry and Wildlife

## First Year

### First Semester

English	
Composition I.....	ENG 1113
Calculus I .....	MAT 1613
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Botany I .....	BIO 1314
History .....	3
Physical Education .....	1
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Zoology I .....	BIO 2414
Oral	
Communication .....	SPT 1113
Fine Arts Elective .....	3
Physical Education .....	1
Total	18 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year.



# Industrial Technology

## First Year

### First Semester

English	
Composition I.....	ENG 1113
Graphic	
Communications ..	GRA 1143
Basic Ind. Electricity	
& Electronics .....	IED 1813
College Algebra.....	MAT 1313
Intro to Computer	
Concepts .....	CSC 1113
Total	15 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Technology	
Graphics .....	GRA 1153
Wood Technology .....	IED 1213
Trigonometry .....	MAT 1323
Business Statistics ....	BAD 2323
Total	15 hrs.

## Second Year

### First Semester

General Physics I.....	PHY 2414
Art Appreciation .....	ART 1113
General Metal Work ...	IED 2312
History .....	3
*Restricted Electives .....	6
Total .....	18 hrs.

### Second Semester

General Physics II .....	PHY 2424
Economics I .....	ECO 2113
General	
Psychology.....	PSY 1513
Oral	
Communications ...	SPT 1113
History .....	3
Total	16 hrs.

### \*Restricted Electives (Approved by Advisor):

Calculus I.....	MAT 1613
General Chemistry I .....	CHE 1213
General Chemistry II .....	CHE 1223

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacture, sale, and distribution of industrial products. Job opportunities are excellent.



## Liberal Arts

### First Year

#### First Semester

##### English

Composition I.....	ENG 1113
Foreign Language.....	3
College Algebra.....	MAT 1313
Oral Communication ..	SPT 1113
American Nat.	
Government .....	PSC 1113
Total	15 hrs.

#### Second Semester

##### English

Composition II .....	ENG 1123
Foreign Language .....	3
Math Elective .....	3
Music Appreciation ...	MUS 1113
Introduction to	
Sociology .....	SOC 2113
Total	16 hrs.

### Second Year

#### First Semester

Literature .....	3
Foreign Language.....	3
Principles of	
Economics I .....	ECO 2113
History .....	3
Laboratory Science .....	4
Intro/Computer	
Concepts .....	CSC 1113
Total	19 hrs.

#### Second Semester

Literature .....	3
Foreign Language .....	3
General	
Psychology I .....	PSY 1513
History .....	3
Laboratory Science .....	4
Total .....	16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.



# Mathematics

## (Non-Education Major)

### First Year

#### First Semester

##### English

Composition I..... ENG 1113  
Calculus I ..... MAT 1613

##### General

Chemistry I..... CHE 1213  
General Chemistry  
Laboratory I..... CHE 1211  
Foreign Language..... 3  
History ..... 3  
Total 16 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123  
Calculus II ..... MAT 1623

##### General

Chemistry II ..... CHE 1223  
General Chemistry  
Laboratory II ..... CHE 1221  
Foreign Language ..... 3  
Computer  
Programming I..... CSC 1613  
American  
Government.....PSC 1113  
Total 19 hrs.

### Second Year

#### First Semester

Literature ..... 3  
Calculus III ..... MAT 2613  
Foreign Language..... 3  
General  
Physics\* ..... PHY 2414  
Oral  
Communication ..... SPT 1113  
Total 16 hrs.

#### Second Semester

Literature ..... 3  
Calculus IV ..... MAT 2623  
Foreign Language ..... 3  
General  
Physics ..... PHY 2414  
Differential  
Equations ..... MAT 2913  
Total 16 hrs.

\*Student is encouraged to correspond with his or her chosen senior college on acceptance of PHY 2414 and PHY 2424.

The College offers two options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts.



# Pre-Clinical Laboratory Sciences

## First Year

### First Semester

#### English

Composition I..... ENG 1113

Zoology I ..... BIO2414

Gen. Chemistry I..... CHE 1213

#### General Chemistry

Laboratory I..... CHE 1211

#### General

Psychology I ..... PSY 1513

College Algebra ..... MAT 1313

Total 17 hrs.

### Second Semester

#### English

Composition II ..... ENG 1123

Humanities ..... 3

Gen. Chemistry II ..... CHE 1223

#### General Chemistry

Laboratory II ..... CHE 1221

Trigonometry ..... MAT 1323

#### Social/

Behavioral Science ..... 3

Total 16 hrs.

## Second Year

### First Semester

Microbiology ..... BIO 2924

Human Anatomy &

Physiology I..... BIO 2514

#### Organic

Chemistry I ..... CHE 2424

Humanities Elective ..... 3

Total 17 hrs.

### Second Semester

#### Intro/Computer

Concepts ..... CSC 1113

#### Oral

Communication ..... SPT 1113

Electives ..... 8

Fine Arts ..... 3

Total 15 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 65 transferable hours.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.



# Pre-Cytotechnology

## First Year

### First Semester

English	
Composition I.....	ENG 1113
Zoology I .....	BIO 2414
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
College Algebra.....	MAT 1313
*Psychosocial	
Elective .....	3
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Zoology II .....	BIO 2424
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Oral	
Communication .....	SPT 1113
Total	17 hrs.

## Second Year

### First Semester

Elective .....	1
Human Anatomy & Physiology I.....	BIO 2514
Fine Arts .....	3
Intro/Computer Concepts .....	CSC 1113
Humanities .....	3
Total	14 hrs.

### Second Semester

Elective .....	3
Human Anatomy & Physiology II .....	BIO 2524
Humanities .....	6
Microbiology .....	BIO 2924
Total	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring and must have a minimum of 65 hours of transfer credit.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from Psychology, Sociology, Economics, Political Science, or Geography.



# Pre-Dental Hygiene

## First Year

### First Semester

#### English

Composition I.....	ENG 1113
Zoology I .....	BIO 2414
Chemistry I .....	CHE 1213
Chemistry II Lab .....	CHE 1211
Gen. Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

### Second Semester

#### English

Composition II .....	ENG 1123
Chemistry II .....	CHE 1223
Chemistry II Lab .....	CHE 1221
Nutrition .....	BIO 1613
Intro./Sociology .....	SOC 2113
Child or Adolescent Psychology .....	3
Total	17 hrs.

## Second Year

### First Semester

#### Human Anatomy &

Physiology I .....	BIO 2514
Intro/Computer Concepts .....	CSC 1113
Humanities Elective .....	3
*Business Related Elective .....	3
Oral Communication .....	SPT 1113
Total	16 hrs.

### Second Semester

#### Human Anatomy &

Physiology II .....	BIO 2524
Humanities Elective .....	3
Fine Arts .....	3
Psychosocial Elective .....	3
Microbiology .....	BIO 2924
Total	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Business, Management, Accounting, or Economics



# Pre-Health Information Management

## First Year

### First Semester

English	
Composition I.....	ENG 1113
*Zoology I.....	BIO 2414
General	
Psychology I.....	PSY 1513
College Algebra.....	MAT 1313
Elective .....	4
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Zoology II.....	BIO 2424
Advanced Math -	
Suggested.....	MAT 1333
Fine Arts.....	3
Elective .....	3
Total	16 hrs.

## Second Year

### First Semester

Human Anatomy &	
Physiology I.....	BIO 2514
Principles of	
Accounting I.....	ACC 1213
Humanities Elective .....	3
Business	
Communication .....	BAD2813
Intro. to Computer	
Concepts .....	CSC1113
Total	16 hrs.

### Second Semester

Human Anatomy &	
Physiology II .....	BIO 2524
Principles of	
Accounting II.....	ACC 1223
Humanities Elective .....	3
Oral	
Communication .....	SPT1113
Elective .....	3
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*BIO 1134/1144 may be substituted.



## Pre-Law

### First Year

#### First Semester

##### English

Composition I.....	ENG 1113
Foreign Language.....	3
Western Civ. I.....	HIS 1113
College Algebra.....	MAT 1313
Oral Communication .SPT	1113
Activity Elective .....	1
Total	16 hrs.

#### Second Semester

##### English

Composition II .....	ENG 1123
Foreign Language .....	3
Western Civ. II.....	HIS 1123
Mathematics .....	3
American National Government.....	PSC 1113
Activity Elective .....	1
Total	16 hrs.

### Second Year

#### First Semester

Literature .....	3
Foreign Language.....	3
Laboratory Science .....	4
General Psychology ..PSY	1513
Intro/Computer Concepts .....	CSC 1113
Total	16 hrs.

#### Second Semester

Literature .....	3
Foreign Language .....	3
Laboratory Science .....	4
Intro. to Sociology .....	SOC 2113
Elective .....	3
Total	16 hrs.

Most law schools require a baccalaureate degree before admission, although they do not prescribe a specific curriculum. Applicants are advised to select a degree which prepares for an alternate career and which utilizes the student's acquired skills and talents. Courses should also prepare the student for community leadership and should focus on the kind of specialization that interests the individual. The program outlined above is suitable for a Liberal Arts-Political Science major or an "undecided" major.



## Pre-LPN

### One-Year Program for Points on the LPN Admissions Scale

#### First Semester

English (ENG 1113 or 1103).....	3
General Psychology I .....PSY 1513	
Biological Science Elective .....	4
Reading & Study .....	
Skills I..... REA 1213	
Mathematics (by placement test) .....	3
Activity Elective .....	1
Total	16 hrs.

#### Second Semester

English (ENG 1123 or 1203).....	3
Human Growth & Develop.....EPY 2533	
Physical Science Survey II, Nutrition or BIO 1524 ...	3 or 4
Reading & Study Skills II or Speech.....	3
Medical Terminology .BOT 1613 (or Computer Concepts)	
Total	15 or 16 hrs.

**Program Description:** The purpose of this curriculum is to improve the academic foundation of LPN applicants. It is designed to be flexible enough to provide for individual needs such as preparing for an ACT re-test, reviewing basic skills, or completing some of the required courses for future upgrade to ADN or BSN. Substitutions may be made with the prior written approval of the Pre-LPN advisor and the District Vice-President for Academic Programs.

Students who complete this program by

1. earning a minimum of 31 semester hours at Holmes Community College,
  2. earn a "C" or higher in each course,
  3. earn a 2.5 Q.P.A. or higher
- will receive 4 points on the LPN Admission Scale.

After completing this program, students may either apply to an LPN program or continue their studies toward an associate's degree.



## Pre-Medical and Pre-Dental

### First Year

#### First Semester

##### English

Composition I.....ENG 1113  
Gen. Chemistry I.....CHE 1213  
General Chemistry  
Laboratory I.....CHE 1211  
College Algebra.....MAT 1313  
Zoology I .....BIO 2414  
Foreign Language.....3  
Total 17 hrs.

#### Second Semester

##### English

Composition II .....ENG 1123  
General  
Chemistry II .....CHE 1223  
General Chemistry  
Laboratory II .....CHE 1221  
Trigonometry .....MAT 1323  
Zoology II .....BIO 2424  
Intro/ Computer  
Concepts .....CSC 1113  
Foreign Language .....3  
Total 20 hrs.

### Second Year

#### First Semester

##### Organic

Chemistry I.....CHE 2424  
General Physics I.....PHY 2414  
Social Studies/  
Behavior Science .....3  
Foreign Language.....3  
Human Anatomy  
& Physiology I.....BIO 2514  
Total 18 hrs.

#### Second Semester

##### Organic

Chemistry II .....CHE 2434  
Gen. Physics II .....PHY 2424  
Oral  
Communication .....SPT 1113  
Foreign Language .....3  
Human Anatomy  
& Physiology II.....BIO 2524  
Total 18 hrs.



## Pre-Nursing (B.S.)

### First Year

First Semester		Second Semester
English		English
Composition I..... ENG 1113		Composition II ..... ENG 1123
Gen. Bio. for Majors .... BIO 1134		Human Growth &
or Zoology I. .... BIO 2414		Development..... EPY 2523
General Chemistry ... CHE 1213		General Chemistry ... CHE 1223
Gen. Chemistry Lab . CHE 1211		Gen. Chemistry Lab . CHE 1221
General		Introduction to
Psychology I ..... PSY 1513		Sociology ..... SOC 2113
College Algebra..... MAT 1313		Microbiology ..... BIO 2924
Total	17 hrs.	Total
		17 hrs.

### Summer Session (Highly Recommended)

Summer Term I		Summer Term II
Humanities Elective ..... 3		Humanities Elective ..... 3

### Second Year

First Semester		Second Semester
Microcomputer		Anatomy &
Applications ..... CSC 1123		Physiology II ..... 4
Anatomy &		Nutrition ..... HEC 1253
Physiology I ..... 4		Business Statistics .... BAD 2323
History ..... 3		History ..... 3
PE Activity ..... 1		Oral Communications SPT 1113
Marriage & Family .... SOC 2143		PE Activity ..... 1
Fine Arts ..... 3		Total
Total	17 hrs.	17 hrs.

This curriculum is designed to meet the admission requirements of the following Schools of Nursing:

University of Mississippi Medical Center  
Delta State University  
University of Southern Mississippi

Students must complete all admission requirements before transferring. Other Schools of Nursing may have different admission requirements. Students interested in other schools should consult with the Pre-Nursing Advisor or follow the most recent addition of the chosen school's catalog when planning their schedule.

All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admissions. Students should start the application process early in their sophomore year.



## Pre-Pharmacy

### First Year

#### First Semester

English	
Composition I.....	ENG 1113
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
**Calculus I .....	MAT 1613
Zoology I or Gen. Bio. I/MJR...	4
*Elective.....	3
Total	17 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II ... ..	CHE 1221
Intro/Computer .....	3
Concepts .....	CSC 1113
Zoology II .....	BIO 2424
*Elective .....	3
Total	17 hrs.

### Second Year

#### First Semester

Organic	
Chemistry I.....	CHE 2424
Gen. Physics I .....	PHY 2414
Principles of	
Accounting I .....	ACC 1213
*Elective .....	3
Fine Arts .....	3
Total	17 hrs.

#### Second Semester

Organic	
Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
*Electives .....	6
Oral	
Communication .....	SPT 1113
Total	17 hrs.

\*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

\*\*Calculus I is required for admission to pharmacy school. College Algebra and/or Trigonometry may be needed as preparation for Calculus I. Trigonometry or Calculus may be used for the free electives at Holmes, but will not fulfill the free elective requirements at the University of Mississippi.



# Pre-Physical Therapy

## First Year

### First Semester

English	
Composition I.....	ENG 1113
Zoology I .....	BIO 2414
Gen. Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
General	
Psychology I .....	PSY 1513
College Algebra.....	MAT 1313
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Zoology II .....	BIO 2424
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Child or Adolescent	
Psychology.....	3
Total	17 hrs.

## Second Year

### First Semester

Anatomy &	
Physiology I.....	BIO 1514
General Physics I.....	PHY 2414
Humanities Elective .....	3
Fine Arts .....	3
*Intro/Sociology .....	SOC 2113
Total	17 hrs.

### Second Semester

Anatomy &	
Physiology II .....	BIO 1524
General Physics II .....	PHY 2424
Humanities Elective .....	3
Oral Communication .....	SPT 1113
Intro/Computer	
Concepts .....	CSC 1113
Total	17 hrs.

Students applying for the Master of Physical Therapy must have a bachelor's degree. Students should consult the most recent Medical Center catalog when planning their schedule and to determine all admission requirements.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from Sociology, Economics, Political Science, or History.



# Pre-Radiography Technology

## First Year

### First Semester

Anatomy & Physiology I	BIO 2514
Computer Concepts .....	CSC 1113
or Equivalent .....	(CSC 1123)
English Composition I .....	ENG 1113
College Algebra .....	MAT 1313
*Elective .....	3
Total	16 hrs.

### Second Semester

Anatomy & Physiology II .....	BIO 2524
English Composition II .....	ENG 1123
Oral Communications .....	SPT 1113
Natural Science Elective .....	3 or 4
General Psychology .....	PSY 1513
Total	16 or 17 hrs.

\*Medical Terminology, History, Sociology, Geography, or Philosophy

## Second Year

### Technical/Clinical Phase is not offered at HCC

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center or one of several other two-year radiographic programs in the state of Mississippi. All applicants for the educational program in radiologic technology at UMC must have an enhanced ACT composite score of at least 19 and at least a 2.0 GPA on at least 26 acceptable semester hours. Applicants interviewed and accepted usually have a much higher GPA.

After completing this program, the student may either apply to a Radiography Program or continue their studies toward an Associate's Degree



## Pre-Veterinary

### First Year

#### First Semester

English	
Composition I.....	ENG 1113
General	
Chemistry I.....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
College Algebra.....	MAT 1313
Zoology I .....	BIO 2414
*Social/Behavioral	
Science .....	3
Total	17 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
*Social/Behavioral	
Science .....	3
Total	17 hrs.

### Second Year

#### First Semester

Organic	
Chemistry I.....	CHE 2424
Gen. Physics I .....	PHY 2414
Oral	
Communication .....	SPT 1113
Intro/ Computer	
Concepts .....	CSC 1113
*Humanities .....	3
Total	18 hrs.

#### Second Semester

Organic	
Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
*Humanities .....	3
*Fine Arts .....	3
Microbiology .....	BIO 2924
Elective .....	3
Total	17 hrs.

\*To be selected from courses that meet the core curriculum requirements at Mississippi State University.



## Secondary Education

### \*Biology/Science Majors

#### First Year

##### First Semester

###### English

Composition I ..... ENG 1113

College Algebra ..... MAT 1313

Gen. Chemistry I ..... CHE 1213

###### Gen. Chemistry

Laboratory I ..... CHE 1211

History ..... 3

Botany I ..... BIO 1313

Total 16 hrs.

##### Second Semester

###### English

Composition II ..... ENG 1123

Trigonometry ..... MAT 1323

Gen. Chemistry II ..... CHE 1223

###### Gen. Chemistry

Laboratory II ..... CHE 1221

History ..... 3

Botany II ..... BIO 1323

Total 16 hrs.

#### Second Year

##### First Semester

Literature ..... 3

Zoology I ..... BIO 2414

###### Intro. to Computer

Concepts ..... CSC 1113

###### General

Psychology I ..... PSY 1513

Gen. Physics I ..... PHY 2414

Total 17 hrs.

##### Second Semester

Elective ..... 3

Microbiology ..... BIO 2924

Fine Arts ..... 3

Zoology II ..... BIO 2424

###### Oral

Communication ..... SPT 1113

Total 17 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.



## Secondary Education

### English, Social Science, and Library Science

#### First Year

##### First Semester

English	
Composition I ..... ENG 1113	
Western	
Civilization I ..... HIS 1113	
World Geography (GEO 1113)	
or Introduction to	
Sociology (SOC 2113) ..... 3	
General	
Psychology I ..... PSY 1513	
College Algebra ..... MAT 1313	
Physical Education ..... 1	
Total	16 hrs.

##### Second Semester

English	
Composition II ..... ENG 1123	
Western	
Civilization II ..... HIS 1123	
Fine Arts ..... 3	
Oral	
Communication ..... SPT 1113	
American National	
Government ..... PSC 1113	
Physical Education ..... 1	
Total	16 hrs.

#### Second Year

##### First Semester

Literature ..... 3	
Science ..... 3	
American History I ..... HIS 2213	
Personal and Community	
Health I ..... HPR 1213	
Math or Science	
Elective ..... 3	
Total	15 hrs.

##### Second Semester

Literature ..... 3	
Botany I ..... BIO 1314	
American History II ..... HIS 2223	
Adolescent	
Psychology ..... EPY 2523	
Elective ..... 3	
Intro/Computer	
Concepts ..... CSC 1113	
Total	19 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.



## Secondary Education

### Mathematics Majors

#### First Year

##### First Semester

###### English

Composition I ..... ENG 1113

\*Calculus I ..... MAT 1613

History ..... 3

Fine Arts ..... 3

Biological Science.. ..... 3

Physical Education ..... 1

Total ..... 16 hrs.

##### Second Semester

###### English

Composition II ..... ENG 1123

Calculus II ..... MAT 1623

History ..... 3

###### General

Psychology I ..... PSY 1513

Biological Science ..... 3

Physical Education ..... 1

Total ..... 16 hrs.

#### Second Year

##### First Semester

###### Intro. to Computer

Concepts ..... CSC 1113

Calculus III ..... MAT 2613

Literature ..... 3

Personal and Community

Health I ..... HPR 1213

\*Physical Science ..... 3 or 4

Total ..... 16 hrs.

##### Second Semester

Literature ..... 3

Calculus IV ..... MAT 2623

Oral Communication ..... SPE 1113

###### American National

Government or ..... PSC 1113

Intro. to Sociology ..... SOC 2113

Total ..... 16 hrs.

\*Trigonometry (MAT 1523) and Calculus I (MAT 1613) may be taken concurrently

\*Student is encouraged to consult the Transfer from Law or for chosen senior college for specific course requirements

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science. Students are advised to take MAT 1513 and MAT 1523 in the summer before their freshman year in order to complete the Calculus sequence before transferring.



## Secondary Education

### Music — Instrument Majors

#### First Year

##### First Semester

###### English

Composition I.....ENG 1113

Music Theory I.....MUS 1214

College Algebra.....MAT 1313

Major Instrument I ..... 2

Class Piano I ..... MUA 1511

Band I ..... MUO 1111

###### Oral

Communication ..... SPT 1113

Recital Class I ..... MUS 1910

Total 17 hrs.

##### Second Semester

###### English

Composition II ..... ENG 1123

Music Theory II ..... MUS 1224

History ..... 3

Major Instrument II ..... 2

Class Piano II ..... MUA 1521

Band II ..... MUO 1121

###### General

Psychology I ..... PSY 1513

Recital Class II ..... MUS 1920

###### Beginning

Conducting ..... MUS 1612

Total 18 hrs.

#### Second Year

##### First Semester

###### Intro/Computer

Concepts ..... CSC 1113

Literature ..... 3

Music Theory III ..... MUS 2214

Major Instrument III ..... 2

Class Piano III ..... MUA 2511

Band III ..... MUO 2111

Music Literature I ..... MUS 2413

Lab Science ..... 3

Recital Class III ..... MUS 2910

Total 17 hrs.

##### Second Semester

Elective ..... 1

Literature ..... 3

Music Theory IV ..... MUS 2224

Major Instrument IV ..... 2

Class Piano IV ..... MUA 2521

Band IV ..... MUO 2121

Music Literature II ..... MUS 2423

Lab Science ..... 3

Recital Class IV ..... MUS 2920

Total 17 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.



## Secondary Education

### Music — Piano Majors

#### First Year

##### First Semester

###### English

Composition I.....ENG 1113

Music Theory I.....MUS 1214

College Algebra.....MAT 1313

###### Piano for Music

Majors I.....MUA 1573

Class Voice I.....MUA 1711

###### Oral

Communication.....SPT 1113

Recital Class I.....MUS 1910

Total 17 hrs.

##### Second Semester

###### English

Composition II.....ENG 1123

Music Theory II.....MUS 1224

History.....3

###### Piano for Music

Majors II.....MUA 1583

Class Voice II.....MUA 1721

###### General

Psychology I.....PSY 1513

Recital Class II.....MUS 1920

Total 17 hrs.

#### Second Year

##### First Semester

###### Intro/Computer

Concepts.....CSC 1113

Literature.....3

Music Theory III.....MUS 2214

###### Piano for Music

Majors III.....MUA 2573

Music Literature I.....MUS 2413

Lab Science.....3

Recital Class III.....MUS 2910

Total 18 hrs.

##### Second Semester

Music Literature II.....MUS 2423

Literature.....3

Music Theory IV.....MUS 2224

###### Piano for Music

Majors IV.....MUA 2583

###### Beginning

Conducting.....MUS 1612

Lab Science.....3

Recital Class IV.....MUS 2920

Total 17 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.



# Secondary Education

## Music — Voice Majors

### First Year

#### First Semester

##### English

Composition I..... ENG 1113

Music Theory I..... MUS 1214

College Algebra..... MAT 1313

Voice for Music Education

Majors I..... MUA 1772

Class Piano I..... MUA 1511

Choir I..... MUO 1211

##### Oral

Communication .... SPT 1113

Recital Class I..... MUS 1910

Total 17 hrs.

#### Second Semester

##### English

Composition II..... ENG 1123

Music Theory II..... MUS 1224

History ..... 3

Voice for Music Education

Majors II..... MUA 1782

Class Piano II..... MUA 1521

Choir II..... MUO 1221

##### General

Psychology I..... PSY 1513

Recital Class II..... MUS 1920

Total 17 hrs.

### Second Year

#### First Semester

##### Intro/Computer

Concepts ..... CSC 1113

Literature ..... 3

Music Theory III..... MUS 2214

Voice for Music Education

Majors III..... MUA 2772

Class Piano III..... MUA 2511

Choir III..... MUO 2211

Music Literature I..... MUS 2413

Lab Science ..... 3

Recital Class III..... MUS 2910

Total 20 hrs.

#### Second Semester

Music Literature II..... MUS 2423

Literature ..... 3

Music Theory IV..... MUS 2224

Voice for Music Education

Majors IV..... MUA 2782

Class Piano IV..... MUA 2521

Choir IV..... MUO 2221

##### Beginning

Conducting..... MUS 1612

Lab Science ..... 3

Recital Class IV..... MUS 2920

Total 19 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.



## Secondary Education

### Physical Education

#### First Year

##### First Semester

###### English

Composition I ..... ENG 1113

History ..... 3

College Algebra ..... MAT 1313

Intro. to Health,

Physical Education,

& Recreation ..... HPR 1313

###### General

Psychology I ..... PSY 1513

P.E./Varsity Sports Activity ..... 1

Total ..... 16 hrs.

##### Second Semester

###### English

Composition II ..... ENG 1123

History ..... 3

Personal and Comm.

Health I ..... HPR 1213

First Aid ..... HPR 2213

###### Oral

Communication ..... SPT 1113

P.E./Varsity Sports Activity ..... 1

Total ..... 16 hrs.

#### Second Year

##### First Semester

###### PE/Elementary

School ..... HPR 1613

Biology/Non-Majors I.. BIO 1114

\*Elective ..... 3

###### Recreational

Leadership ..... HPR 2323

###### Intro/Computer

Concepts ..... CSC 1113

P.E./Varsity Sports Activity ..... 1

Total ..... 17 hrs.

##### Second Semester

###### Athletic Train/

Treatment ..... HPR 2443

###### Math or Science

Elective ..... 3

Biology/Non-Majors II BIO 1124

Fine Arts ..... 3

###### Human Growth &

Development..... EPY 2533

P.E./Varsity Sports Activity ..... 1

Total ..... 16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

\*Select from Economics, Political Science, Sociology, or Geography.



## Secondary Education

### Technology Teacher Education

#### First Year

##### First Semester

English  
 Composition I..... ENG 1113  
 Graphic  
 Communications .. GRA 1143  
 American  
 Government ..... PSC 1113  
 College Algebra.....MAT 1313  
 General  
 Psychology I .....PSY 1513  
 Total 15 hrs.

##### Second Semester

English  
 Composition II ..... ENG 1123  
 Technology  
 Graphics ..... GRA 1153  
 Wood Technology ..... IED 1213  
 Trigonometry ..... MAT 1323  
 Natural Science w/Lab  
 or Higher Level Math ..... 3  
 Total 15 hrs.

#### Second Year

##### First Semester

Fine Arts Elective..... 3  
 Basic Ind. Elec. &  
 Electronics..... IED 1813  
 General Physics I..... PHY 2414  
 Principles of  
 Economics I ..... ECO 2113  
 Oral  
 Communication ..... SPT 1113  
 Lit. or Calculus I ..... 3  
 Total 18 hrs.

##### Second Semester

Forging and Welding .. IED 2323  
 History ..... 3  
 General Physics II ..... PHY 2424  
 Microcomputer  
 Applications ..... CSC 1123  
 Personal & Community  
 Health ..... HPR 1213  
 Total 16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.



# Nursing, ADN

## Grenada Center

### First & Second Summer Sessions

Anatomy & Physiology I & II .....	BIO 1514, 1524
Total	8 hrs.

### First Year

#### First Semester

English	
Composition I.....	ENG 1113
General	
Psychology I .....	PSY 1513
Nursing I .....	NUR 1119
Nutrition .....	HEC 1253
Total	18 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
Oral	
Communication .....	SPT 1113
Human Growth .....	EPY 2533
Nursing II .....	NUR 1229
Total	18 hrs.

### Second Year

#### First Semester

Microbiology .....	BIO 2924
Nursing III .....	NUR 2119
Pharmacology .....	NUR 2123
Total	16 hrs.

#### Second Semester

Nursing IV .....	NUR 2239
Management of	
Nursing Care .....	NUR 2243
Total	12 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Graduation with an Associate of Applied Science Degree from the ADN Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the State of Mississippi (or other state) Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi.



## Associate Degree Nursing Program

### Accelerated Programs for LPN

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). There are three options:

#### Option One - 12 Month Program

\*Criteria for Admissions: The applicant must score a high school reading level or higher on the nursing aptitude test and an 18 or higher on the ACT. Applicants must take an exam, which provides data to individualize the transition course to the student's individual need.

Prerequisites: BIO 1514, BIO 1524, ENG 1113, ENG 1123, EPY 2533, PSY 1513, HEC 1253. Students will be awarded 6 hours credit for previous academic practical nursing work. The course number for those 6 hours is NUR 0000-PN Clinical Experience. Total credit for prerequisites and awarded credit is 29 hours.

#### Summer Term (5 Weeks)

NUR 1316/1311 - 7 hrs.

#### First Year

##### First Semester

Microbiology .....	BIO 2924
Nursing III .....	NUR 2119
Pharmacology .....	NUR 2123
Total	16 hrs.

##### Second Semester

Oral Communication .....	SPT 1113
Nursing IV .....	NUR 2239
Management of Nursing Care .....	NUR 2243
Total .....	15 hrs.

Total Program - 67 hours



## Option Two - Four Semester Program

\*Criteria for Admissions: The applicant, without the prerequisites of Option One, must have 18 or higher on the ACT.

### First Year

#### First Semester

Fund. Nursing  
Theory ..... NUR 1113  
General  
Psychology I ..... PSY 1513  
Anatomy &  
Physiology I ..... BIO 1514  
English  
Composition I ..... ENG 1113  
Nutrition ..... HEC 1253  
Total 16 hrs.

#### Second Semester

Theories of Psychiatric/  
Mental Health  
Nursing ..... NUR 1233  
Family/Community  
Nursing Theory ..... NUR 1225  
Anatomy &  
Physiology II ..... BIO 1524  
English  
Composition II ..... ENG 1123  
Human Growth &  
Development ..... EPY 2533  
Total 18 hrs.

### Second Year

#### First Semester

Microbiology ..... BIO 2924  
Nursing III ..... NUR 2119  
Pharmacology ..... NUR 2123  
Total 16 hrs.

#### Second Semester

Oral Commun. .... SPT 1113  
Nursing IV ..... NUR 2239  
Management of  
Nursing Care ..... NUR 2243  
Total 15 hrs.

Total Program - 65 hrs.

## Option Three - Two-Year Program

\*Criteria: Students with ACT scores of 16 or 17 will be considered. Their admittance will be based upon their academic record in their practical nursing program and/or their job performance. The program of study for Option Three is the same as the regular Nursing ADN program on page 124.

\*Other factors may be considered, such as academic record and clinical experience.



# TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

## TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business Technology:			
Accounting Technology	X	X	X
Computer Network Support Technology			X
Computer Programming Technology		X	
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Business & Marketing Management Technology			X
Collision Repair Technology	X		
Drafting and Design Technology		X	X
Electronics Technology		X	
Emergency Medical Technology/Basic	X	X	X
Emergency Medical Technology/Paramedic			X
Engineering Technology:			
Architectural Engineering Technology	X		
Construction Engineering Technology	X		
Drafting & Design Technology	X		
Industrial Engineering Technology	X		
Industrial Technology	X		
Forest Technology		X	
Funeral Service Technology			X
Heating/AC/Refrigeration Technology	X		
Machine Tool Operation Technology		X	X
Occupational Therapy Assistant			X
Radiography Technology	X	X	X
Surgical Technology		X	

Work-Based Learning is available to students enrolled in vocational/ technical programs.



## **TECHNOLOGY PREPARATION (Tech Prep)**

The primary purpose of the Tech Prep program is to provide to students a non-duplicative sequence of progressive achievement leading to competencies needed for satisfactory performances in meeting educational and employment standards.

The Holmes Community College District collaborates with district secondary schools to plan, organize, develop and implement a tech-prep program in Technology Education. The specific purpose is to develop a combined secondary and postsecondary program which:

- 1) leads to an associate degree or 2-year certificate;
- 2) provides technical preparation in at least one area of technology education;
- 3) builds student confidence in applied mathematics, applied science, and applied communications through a sequential course of study which includes academics;
- 4) leads to placement in employment.

The tech-prep program is designed to provide the opportunities for the elimination of duplicated learning; better use of instructional resources; more effective technology programs; a better educated student through enhanced educational opportunities that contribute to living and working in a technological society; and to enhance the economic development process of the district.

### **PROCEDURES FOR ADVANCED PLACEMENT CREDIT IN VO-TECH PROGRAMS**

High school seniors who are enrolled in a vocational-technical program and plan to enroll in the same program at Holmes Community College may earn Advanced Placement Credit in Vo-Tech programs where articulation agreements exist. Satisfactory performance on departmental competency exams is required. For a set of application forms and guidelines, contact:

Vice President for Community & Work-Force Development  
Holmes Community College  
412 West Ridgeland Avenue  
Ridgeland, MS 39157

### **WORK-BASED LEARNING PROGRAM DESCRIPTION**

Work-Based Learning is a program that offers supervised work experience for Vocational/Technical majors. The curriculum blends academic and Vocational/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.

Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester/summer session.



## Automotive Technology

(Goodman Campus)

### First Year

#### First Semester

Basic Engine Performance .....	ATT 1414
Basic Fuel Systems .....	ATT 1513
Engine Repair .....	ATT 1715
*English Composition .....	ENG 1113
Total	15 hrs.

#### Second Semester

Electrical Systems .....	ATT 1114
Computer Controlled Emission System .....	ATT 2524
Computerized Engine Controls .....	ATT 2535
*College Algebra .....	**MAT 1313
Total	16 hrs.

### Second Year

#### First Semester

Brakes .....	ATT 1213
Heating/Air Cond. ....	ATT 2614
Automatic Trans/Axle .....	ATT 2325
*Humanities/Fine Arts .....	3
Total	15 hrs.

#### Second Semester

Steering/Suspension Systems .....	ATT 2334
Wheel Alignment .....	ATT 2343
Manual Drive Trans/Axle .....	ATT 1315
*Oral Communications .....	SPT 1113
*Social/Behavior Science. ....	3
Total	18 hrs.

**PROGRAM DESCRIPTION:** Automotive Technology is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

\*Students seeking a certificate only are not required to take this course

\*\*MAT 1233 or BOT 1313 & Natural Science may be substituted.



## TOYOTA OPTION

The Toyota Technical Education Network is a curriculum which incorporates on-the-job experience with classroom theory to prepare students for employment in today's automotive industry. Through problem solving and hands-on experience, students are exposed to the latest technology and servicing of the various systems on Toyota products.

Tech. Intro. to Toyota .....	AMT 0213
Automatic Transmission .....	AMT 2623
Manual Transmission/Transaxle .....	AMT 3013
Suspension Steering .....	AMT 4523
Brake Systems .....	AMT 5523
Electric Mastery .....	AMT 6223
Body Electrical Diagnostic .....	AMT 6523
Air Conditioning .....	AMT 7503
E.F.I. & T.C.C.S. Engine Control .....	AMT 8523

Certificates for the above listed courses are awarded by the Toyota Corporation. These courses can only be taken in conjunction with the Automotive Technology Curriculum. No institutional credit is awarded for these courses.



# Business & Marketing Management Technology

(Ridgeland Campus)

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Computer Elective .....	3
Marketing I .....	MMT 1113
Salesmanship .....	MMT 1313
*MMT Elective .....	3

Total 15 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Marketing II .....	MMT 1123
Social/Behav. Elec. ....	3
Advertising .....	MMT 1323
Accounting Elective .....	3
*MMT Elective .....	3

Total 18 hrs.

## Second Year

### First Semester

Oral	
Communication .....	SPT 1113
Management .....	MMT 2213
ECommerce .....	MMT 2313
*MMT Elective .....	3
***College Algebra .....	MAT 1313
**Restricted Elective	3

Total 18 hrs.

### Second Semester

Human Resource Man ..	MMT 2233
Legal Environment	
of Business .....	BAD 2413
**Restricted Elective .....	3
*MMT Elective .....	3
Internet Marketing .....	MMT2323

OR

International Marketing	MMT 2613
Total	16 hrs.

### \*MMT Electives:

Merchandising Math .....	MMT 1413
Marketing Seminar .....	MMT 1753
Marketing Management Decision Making .....	MMT 2243
Internet Marketing .....	MMT 2323
Multimedia Presentations .....	MMT 2333
Web Page Design .....	MMT 2343
Retail Management .....	MMT 2423
Entrepreneurship .....	MMT 2513
Event Marketing .....	MMT 2523
Purchasing/Supply Management .....	MMT 2533
International Marketing .....	MMT 2613

\*\*Restricted Electives: Principles of Economics I & II

Supervised Work Experience/Business & Market ... MMT 291(1-6)

Work-Based Learning I-VI

Study Tour .....

MMT 2912

The Business & Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing and management in order to prepare students for careers as managers/supervisors in marketing/supervisors in the marketing field. A combination of classwork and practical experience is stressed.

\*\*\*MAT 1233 or BOT 1313 & Natural Science may be substituted.



## Business & Office & Related Technology & Computer Information Systems Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry level positions through selection of a concentration of 67 to 69 semester credit hours in the following areas and to earn an Associate of Applied Science degree

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Computer Network Support Technology			X
Computer Programming Technology		X	

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the intergration of systems, people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area
- preparation for entry level employment and advancement in computer programming and systems analysis

Business & Office and Related Technology are two year programs of study which require courses in the vocational technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of one of the Business & Office and Related Technology curriculum. Successful completion of the first year of Accounting, Medical Office Technology, Microcomputer Technology, or Office Systems Technology entitles a student to receive an Office Assistant certificate.



## Business & Office and Related Technology

### Accounting

#### First Year

##### First Semester

<b>Business</b>	
Accounting .....	BOT 1433
Keyboard Concepts .....	BOT 1843
<b>Operating</b>	
Systems .....	BOT 2143
<b>Applied Business</b>	
Mathematics .....	BOT 1313
<b>Mechanics of</b>	
Communication .....	BOT 1713
<b>Professional</b>	
Development .....	BOT 1213
<b>Total</b>	<b>18 hrs.</b>

##### Second Semester

<b>English</b>	
Composition I .....	ENG 1113
Word Processing .....	BOT 1143
<b>Keyboard</b>	
Skillbuilding .....	BOT 1123
<b>Advanced</b>	
Business Accounting .	BOT 1443
<b>Electronic</b>	
Spreadsheet .....	BOT 1813
<b>Computerized</b>	
Accounting .....	BOT 2413
<b>Total</b>	<b>18 hrs.</b>

#### Second Year

##### First Semester

<b>Communication</b>	
Technology .....	BOT 2823
<b>Social/Behavioral</b>	
Science Elective <b>OR</b>	
Prin of Econ. I .....	ECO 2113
<b>Oral</b>	
Communication .....	SPT 1113
Database Management ...	BOT 2323
<b>*College</b>	
Algebra .....	MAT 1313
<b>Principles of</b>	
Accounting I .....	ACC 1213
<b>Total</b>	<b>18 hrs.</b>

##### Second Semester

<b>Integrated</b>	
<b>Computer</b>	
Applications .....	BOT 2833
Business Comm. ....	BOT 2813
<b>Principles of</b>	
Accounting II .....	ACC 1223
Humanities/Fine Art Elective .....	3
Payroll Accounting .....	BOT 2463
<b>OR Work Based</b>	
Learning .....	WBL 1913
<b>Total</b>	<b>15 hrs.</b>

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

\*BOT 1313 & Natural Science may be substituted.



## Business & Office and Related Technology

### Medical Office Technology

#### First Year

##### First Semester

Mechanics of Communication .....	BOT 1713
Business Accounting	BOT 1433
OR Prin of Acc. I .....	ACC 1213
Applied Business Math .....	BOT 1313
Operating Systems .....	BOT 2143
Keyboard Concepts .....	BOT 1843
Medical Office Terminology I .....	BOT 1613
Total	18 hrs.

##### Second Semester

Word Processing Applications .....	BOT 1143
Medical Office Concepts .....	BOT 2743
Medical Office Terminology II .....	BOT 1623
Humanities/ Fine Arts Elective .....	3
Computerized Accounting .....	BOT 2413
Keyboard Skillbuilding .....	BOT 1123
Total	18 hrs.

#### Second Year

##### First Semester

Medical Machine Transcription I .....	BOT 2523
Social/Behavioral Science Elective .....	3
Oral Communication .....	SPT 1113
*College Algebra .....	MAT 1313
Fund./ Medical Insurance Coding .....	BOT 2763
English Comp. I .....	ENG 1113
Total	18 hrs.

##### Second Semester

Medical Machine Transcription II .....	BOT 2533
Integrated Computer Applications .....	BOT 2833
Desktop Publishing .....	BOT 2133
OR Electronic Spreadsheet .....	
OR Records management .....	
OR Database Management .....	
Medical Information Management .....	BOT 2753
Business Communication .....	BOT 2813
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

\*BOT 1313 & Natural Science may be substituted.



## Business & Office and Related Technology

### Microcomputer Technology (Grenada Center & Ridgeland Campus)

#### First Year

##### First Semester

###### Business

Accounting ..... BOT 1433

###### OR Principles of

Accounting I ..... ACC 1213

###### Professional

Development ..... BOT 1213

###### Applied Business

Math ..... BOT 1313

###### Mechanics of

Communication ..... BOT 1713

###### Keyboard

Concepts ..... BOT 1843

###### Operating

Systems ..... BOT 2143

Total 18 hrs.

##### Second Semester

###### Humanities/

Fine Arts Elective ..... 3

###### Word Processing

Applications ..... BOT 1143

###### Social/Behavioral

Science Elective ..... 3

###### English

Composition I ..... ENG 1113

###### Electronic

Spreadsheet ..... BOT 1813

###### Computerized

Accounting ..... BOT 2413

Total 18 hrs.

#### Second Year

##### First Semester

###### Communication

Technology ..... BOT 2823

###### Oral

Communication ..... SPT 1113

###### Database

Management ..... BOT 2323

###### \*College

Algebra ..... MAT 1313

###### Visual BASIC

Programming ..... CPT 1214

Total 16 hrs.

##### Second Semester

###### Integrated

###### Computer

Applications ..... BOT 2833

###### Business

Communication ..... BOT 2813

###### Network

Management ..... BOT 2153

Desktop Publishing ..... BOT 2133

###### Computer

Operations ..... CPT 1313

Total 15 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

\*BOT 1313 & Natural Science may be substituted.



## Business & Office and Related Technology

### Office Systems Technology

#### First Year

##### First Semester

###### Business

Accounting ..... BOT 1433

OR Principles of

Accounting I ..... ACC 1213

###### Keyboard

Concepts ..... BOT 1843

###### Operating

Systems ..... BOT 2143

###### Applied Business

Math ..... BOT 1313

###### Mechanics of

Communication ..... BOT 1713

Professional Devel. .... BOT 1213

Total 18 hrs.

##### Second Semester

###### Electronic

Spreadsheet ..... BOT 1813

###### Keyboard

Skillbuilding ..... BOT 1123

###### Word Processing

Applications ..... BOT 1143

###### English

Composition I ..... ENG 1113

###### Records

Management ..... BOT 1413

###### Computerized

Accounting ..... BOT 2413

Total 18 hrs.

#### Second Year

##### First Semester

###### Communication

Technology ..... BOT 2823

###### Social/Behavioral

Science Elective ..... 3

###### Oral

Communication ..... SPT 1113

###### \*College

Algebra ..... MAT 1313

###### Database

Management ..... BOT 2323

Machine Transcription ... BOT 1513

Total 18 hrs.

##### Second Semester

###### Business

Communication ..... BOT 2813

###### Humanities/Fine Arts

Elective ..... 3

###### Administrative Office

Procedures ..... BOT 2723

###### Integrated Computer

Applications ..... BOT 2833

Desktop Publishing ..... BOT 2133

Total 15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

\*BOT 1313 & Natural Science may be substituted.



## Computer Information Systems Technology

### Computer Network Support Technology (LAN) (Ridgeland Campus)

First Year		Second Semester	
First Semester			
English		Social/Behavioral	
Composition I .....	ENG 1113	Science Elective .....	3
Operating Platforms .....	CPT 1333	Survey of Microcomputer	
Network Administration		Applications** .....	CPT 1323
Using Microsoft		Advanced Network	
Windows NT		Administration	
Server .....	CNT 1624	Using Windows	
Fundamentals		NT Server .....	CNT 2644
of Data		Network	
Communication ....	CNT 1413	Components .....	CNT 1523
Internet Concepts ....	CNT 1513	Programming Elective* .....	4
Total	16 hrs.	Total	17 hrs.

Second Year		Second Semester	
First Semester			
Business		Oral Communication .	SPT 1113
Communications ...	BOT 2813	Project Management..	CNT 2544
Network Administration		Advance Network	
Using Novell .....	CNT 1614	Administration	
***College Algebra .....	MAT 1313	Using Novell .....	CNT 2634
System Maintenance .....	CNT 2423	English	
Network Planning		Compostion II .....	ENG 1123
and Design .....	CNT 2533	Programming Elective* .....	4
Total	16 hrs.	Total	18 hrs.

**Computer Network Support Technology (LAN)** is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

\* Program electives should be chosen from the following list:

Visual BASIC Programming Language	CPT 1214
Java Programming Language	CPT 1414
Database Programming	CPT 2244
C Programming Language	CPT 2284

\*\*Substitutions:

BOT 1133 or CSC 1123

\*\*\*MAT 1233 & Natural Science may be substituted.



## Computer Information Systems Technology

### Computer Programming Option

(Grenada Campus)

#### First Year

##### First Semester

Professional Development .....	BOT 1213
Prog. Dev. Concepts .....	CPT 1144
Prin./Accounting I .....	ACC 1213
or Bus. Acct. ....	BOT 1433
English Composition I .....	ENG 1113
Visual BASIC Programming Language .....	CPT 1214
<b>Total</b>	<b>17 hrs.</b>

##### Second Semester

Database Design Fundamentals .....	CPT 1353
Humanities/ Fine Arts Elective .....	3
Oral Communication .....	SPT 1113
Operating Systems .....	BOT 2143
Microcomputer App. ....	CPT 1323
*College Algebra .....	MAT 1313
<b>Total</b>	<b>16 hrs.</b>

#### Second Year

##### First Semester

**Elective .....	3
Network Fund .....	CPT 2373
Computerized Accounting .....	BOT 2413
RPG Programming Language .....	CPT 1224
COBOL Programming Language .....	CPT 1234
<b>Total</b>	<b>17 hrs.</b>

##### Second Semester

Advanced RPG Programming Language .....	CPT 2264
Social/Behavioral Science Elective .....	3
Systems Analysis & Design .....	CPT 2354
Adv. COBOL Prog. ....	CPT 2274
<b>Total</b>	<b>15 hrs.</b>

This program is designed as a continuation of the secondary high school Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Note: A minimum grade of "C" is required in each programming course before a student may continue in the Computer Technology program or receive a certificate.

To be admitted to the Computer Technology (two-year) program, a prospective student must meet the following requirements in addition to the general admission requirements of the school district.

1. Minimum composite ACT score of 16.
2. Minimum ACT score on math and reading comprehension sections of 16.
3. Score of "C" or better on PAT or SRA programming aptitude test.

\*MAT 1233 & Natural Science may be substituted.

\*\*Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.



# Collision Repair Technology

(Goodman Campus)

## First Year

First Semester	Second Semester
Restraint Systems & Interior Trim ..... ABT 1113	Bolted Units, Assy., & Electrical Sys ..... ABT 1123
Automotive Body Welding & Cutting ..... ABT 1213	Body Panel & Upper Structural Repair I ABT 1423
Sheet Metal Repair.... ABT 1414	Glass & Hardware Install & Sealing ..... ABT 1133
*Humanities/Fine Arts Elective ..... 3	Refinishing II ..... ABT 1324
*English Composition I ..... ENG1113	*College Algebra ..... ***MAT 1313
Refinishing I ..... ABT 1313	Total 16 hrs.
Total 19 hrs.	

## Second Year

First Semester	Second Semester
Refinishing III ..... ABT 2333	Frame & Underbody II ..... ABT 2524
Frame & Underbody I ..... ABT 2513	**Technical Electives ..... 5
Body Panel & Upper Structural Repair II ABT 2434	Collision Analysis & Estimation ..... ABT 2713
Fiberglass & Plastic Repair ..... ABT 2613	*Oral Communication ..... SPT 1113
*Social/Behavior Science Elective ..... 3	*Science & Technology ..... ATE 1113
Total 16 hrs.	Total 18 hrs.

\*\*Certificate only courses    \*AAS required courses

### Approved Technical Electives:

Special Problem C.R. Technology ..... ABT 2911, 2912 or 2913

Work-Based Learning C.R. Technology ..... ABT 2921, 2922, or 2923

Shop Operation & Management ..... ABT 2813

\*\*\*BOT 1313 or MAT 1233 & Natural Science may be substituted.

**PROGRAM DESCRIPTION:** Collision Repair Technology is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.



## Drafting & Design Technology

### Geographical Information Systems Option One-Year Program (Grenada Center)

Elementary Surveying .....	DDT 1413
Database Construction & Maintenance .....	GIT 2113
Fundamentals of Drafting .....	DDT 1114
Fundamentals of Geographical Information Systems .....	GIT 2123
Principles of CAD .....	DDT 1313
Total First Semester	16 hrs.

Advanced Geographical Information Systems .....	GIT 2263
Intermediate CAD .....	DDT 1323
Mapping and Topography .....	DDT 2423
Remote Sensing .....	GIT 2273
Technical electives .....	6
Total Second Semester	18 hrs.

#### Technical Electives:

Principles of Image Processing .....	GIT 2133
Advanced CAD .....	DDT 2343
Advanced Surveying .....	DDT 2443
GPS/GIS Surveying .....	DDT 2453
Special Problem in Geographical Info Systems Tech .....	GIT 291(1-3)
Supervised Work Experience in Geographical Info Systems Tech .	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 34 semester credit hours of required courses.



**Drafting and Design Technology**  
**General & Architectural Drafting**  
**(Grenada Center)**

**First Year**

First Semester		Second Semester
English		English
Composition I.....	ENG 1113	Composition II ..... ENG 1123
Oral		Machine Drafting I ..... DDT 1133
Communication .....	SPT 1113	Descriptive
College Algebra.....	MAT 1313	Geometry ..... DDT 1153
Fundamentals		Intermediate CAD..... DDT 1323
of Drafting.....	DDT 1114	Social/Behavioral
Principles of CAD.....	DDT 1313	Science Elective.....3
Total	16 hrs.	Total
		15 hrs.

**Second Year**

First Semester		Second Semester
Architectural		Structural Drafting ..... DDT 2233
Design I .....	DDT 1613	Mapping &
Elementary		Topography ..... DDT 2423
Surveying .....	DDT 1413	*Technical Electives.....6
Machine Drafting II ...	DDT 2163	Free Elective.....3
Advanced CAD.....	DDT 2343	Total.....15 hrs.
*Technical Electives.....	6	
Total	18 hrs.	

**Technical Electives:**

Geometric Dimensioning & Tolerancing .....	DDT 1143
Construction Materials .....	DDT 1213
Cost Estimating .....	DDT 2243
Statics & Strengths of Materials.....	DDT 2253
Quality Assurance.....	DDT 2263
Computer Numerical Control Drafting (CNC) .....	DDT 2363
Electronic Drafting .....	DDT 2513
Pipe Drafting .....	DDT 2523
Architectural Design II.....	DDT 2623
Special Project (last semester only) .....	DDT 2913
Introduction to Multimedia .....	DDT 2923
Science & Technology .....	ATE 1113
Building Codes for One & Two Family Dwellings .....	DDT 1112
Mechanical & Plumbing Codes for	
One & Two Family Dwellings .....	DDT 1122
Electrical Codes for One & Two Family Dwellings .....	DDT 1132

In the **General & Architectural Drafting Concentration**, a combination of classwork and practical experience is stressed. Completion of a minimum of 64 semester credit hours of coursework in the two-year program leads to an associate in applied science degree. Students who complete the first year of the program (a minimum of 32 semester credit hours) are eligible to receive a Certificate of Drafting and Design Technology.



# Electronics Technology

(Grenada Center)

## First Year

### First Semester

A.C. Circuits .....	EET 1123
D.C. Circuits .....	EET 1114
College Algebra .....	MAT 1313
*Technical Elective .....	3
Computer Related Elective .....	3
Total	16 hrs.

### Second Semester

Solid State Devices .....	EET 1314
Digital Electronics .....	EET 1214
Microprocessors .....	EET 1324
English	
Composition I .....	ENG 1113
Total .....	15 hrs.

## Second Year

### First Semester

Linear Integrated Circuits .....	EET 2334
Electronic Communication .....	EET 2414
Humanities/Fine Arts Elective	3
Oral Communication	SPT 1113
*Technical Elective .....	3
Total	17 hrs.

### Second Semester

Interfacing Techniques .....	EET 2514
Social/Behavioral Science Elective .....	3
*Approved Electives .....	6
Special Projects .....	EET 2913
Total	16 hrs.

**PROGRAM DESCRIPTION:** Electronic Technology an instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis including design, selection, installation, calibration, and testing; solid-state and microminiature circuits; and the application of engineering data to specific problems in the electronics field.

\*Electives must be approved by instructor

### Suggested electives:

Introduction to Multimedia .....	DDT 2923
Electronic Drafting .....	DDT 2513
Introduction to Computers or other Computer Related Courses .....	CPT 1113
Physical Science Survey .....	PHY 2243
General Physics .....	PHY 2414
Trigonometry .....	MAT 1323



# Emergency Medical Technology – Paramedic (Ridgeland Campus)

**Prerequisites: National Registered EMT Basic**

**Anatomy & Physiology I & II**

**First Year**

**First Semester**

Preparatory ..... EMT 1123  
 Pathophysiology ..... EMT 1213  
 Airway Mgmt. .... EMT 1313  
 Patient Assest. .... EMT 1414  
 Clinical Internship I ..... EMT 1511  
 \*Microcomputer App. .... BOT 1133

**Total** **17 hrs.**

**Second Semester**

Special Considerations ... EMT 1423  
 Pharmacology ..... EMT 1613  
 Trauma ..... EMT 1714  
 Acute Cardiology ..... EMT 1814  
 Clinical Internship II ..... EMT 1523

**Total** **17 hrs.**

**Summer Semester**

Maternal/Child Health ..... EMT 1435  
 Clinical Internship III ..... EMT 1532  
 English Composition I ..... ENG 1113  
 Oral Communication ..... SPT 1113  
**Total** **13 hrs.**

**Second Year**

**First Semester**

Clinical Internship IV ..... ENT 2541  
 Field Internship I ..... EMT 2552  
 Trauma II ..... EMT 2724  
 Advanced Cardiology ..... EMT 2824  
 Medical Emergencies I .... EMT 2834  
 Psychology ..... PSY 1513  
**Total** **13 hrs.**

**Second Semester**

Field Internship II ..... ENT 2564  
 Medical Emergencies II ... EMT 2845  
 Team Management ..... EMT 2915  
 Fine Arts/Humanities ..... 3  
**Total** **17 hrs.**

\* CSC 1123 Or CPT 1323 will also satisfy this requirement.

**Total hours for Emergency Medical Technology Program** **82 hrs.**

**PROGRAM DESCRIPTION:** The Emergency Medical Technology – Paramedic (EMT-P) is a post-secondary program drawing its students from individuals already possessing a valid EMT-Basic state certification and having Anatomy



& Physiology I & II with a grade point average of 2.0. Each student must be 18 years or older and possess a high school diploma or GED certificate.

This program is a minimum of five-semester requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department that provides medical control to ALS providers in the field and, according to availability, CCU, ICU, labor and delivery suite, operating room, psychiatric ward, pediatric ward, and geriatric ward. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an associate degree from the college and be able to take the the National Registry's Exam as an EMT-Intermediate.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.



# **Engineering Technology**

## **Goodman & Ridgeland Campus**

### **Program Description**

The Engineering Technology Department offers six areas of concentration. Each area leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

### **Areas of Concentration**

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Industrial Engineering Technology

Industrial Technology



**Engineering Technology**  
**Architectural Engineering Technology**  
**(Goodman & Ridgeland Campus)**

**First Year**

**First Semester**

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Construction Materials .....	ENT 1213
Graphic Comm. ....	ENT 1113/GRA 1143
Principles of CAD .....	ENT 1313
<b>Total</b>	<b>15 hrs.</b>

**Second Semester**

English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Fine Arts Elective .....	3
Oral Communication .....	SPT 1113
Intermedicate CAD .....	ENT 1323
Humanities Elective .....	3
<b>Total</b>	<b>18 hrs.</b>

**Second Year**

**First Semester**

<b>Architectural</b> Design I .....	ENT 1613
Architectural History ..	ENT 2713
Advanced CAD .....	ENT 2343
Lab Science .....	4
<b>Social/Behavioral</b> Science Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

**Second Semester**

<b>Architectural</b> Design II .....	ENT 2623
<b>Architectural</b> Rendering .....	ENT 2643
Statics & Strengths ...	ENT 2253
Approved Elective .....	3
Lab Science .....	4
<b>Total</b>	<b>16 hrs.</b>

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architects' offices, design-builders, engineering firms, governmental agencies, real estate development firms, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.



# Engineering Technology

## Construction Engineering Technology

(Goodman & Ridgeland Campus)

### First Year

First Semester		Second Semester	
Construction		Elementary	
Materials ..... ENT 1213		Surveying ..... ENT 1413	
Graphic		Fine Arts Elective ..... 3	
Comm. .... ENT 1113/GRA 1143		Intermedicate CAD ..... ENT 1323	
Principles of CAD ..... ENT 1313		English Comp. II ..... ENG 1123	
English Comp. I ..... ENG 1113		Trigonometry ..... MAT 1323	
College Algebra ..... MAT 1313		Oral	
Total	15 hrs.	Communications ... SPT 1113	
		Total	18 hrs.

### Second Year

First Semester		Second Semester	
Architectural		Economics I ..... ECO 2113	
Design I ..... ENT 1613		Legal Environ/Bus ..... BAD 24133	
Accounting I ..... ACC 1213		Statics & Strengths ..... ENT 2253	
Lab Science ..... 4		Lab Science ..... 4	
Humanities Elective ..... 3		Cost Estimating ..... ENT 2243	
Social/Behavioral		Total	16 hrs.
Science Elective ..... 3			
Total	16 hrs.		

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. Construction is the largest and most diversified industry in the country, accounting for approximately 10 percent of the gross national product. The key professional in this vast expertise is the construction manager. The construction manager has final responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential sectors.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study, thereby leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.



# Engineering Technology

## Drafting & Design Technology

(Goodman & Ridgeland Campus)

### First Year

#### First Semester

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Graphic .....	
Comm. ....	ENT 1113/GRA 1143
Construction	
Materials .....	ENT 1213
Principles of CAD .....	ENT 1313
Humanities Elective .....	3
<b>Total</b>	<b>18 hrs.</b>

#### Second Semester

English Comp. II .....	ENG 1123
Technology Graphics	
.....	ENT 1133/GRA 1153
Intermediate CAD .....	ENT 1323
Restrictive Elective .....	3
Quality Assurance .....	ENT 2263
<b>Total</b>	<b>15 hrs.</b>

### Second Year

#### First Semester

Oral Communication .....	SPT 1113
Architectural Design I .....	ENT 1613
G, D, & T .....	ENT 1143
Advanced CAD .....	ENT 2343
Structural Drafting .....	ENT 2233
<b>Total</b>	<b>15 hrs</b>

#### Second Semester

Fine Arts .....	3
Social/Behavioral	
Science Elective .....	3
Civil Drafting .....	ENT 2153
Cost Estimating .....	ENT 2243
Statics & Strengths .....	ENT 2253
<b>Total</b>	<b>18 hrs.</b>

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting Architects, Engineers, Contractors, and other related fields. Job opportunities in these fields are numerous. The program uses both manual and CAD (Computer Aided Drafting & Design) techniques to allow the individual student a broad based background in the drafting & design market.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Trade & Technical Studies.



**Engineering Technology**  
**Industrial Engineering Technology**  
**(Goodman & Ridgeland Campus)**

**First Year**

**First Semester**

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Graphic Comm. ....	ENT 1113/GRA 1143
Humanities Elective .....	3
Principles of CAD.....	ENT 1313
Total	15 hrs.

**Second Semester**

English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Humanities Elective .....	3
Science & Technology .....	ATE 1113
Oral Communication .	SPT 1113
Intermediate CAD.....	ENT 1323
Total	18 hrs.

**Second Year**

**First Semester**

Social/Behav.	
Science Elective .....	3
Basic Elec & Electron.....	ENT 1813
Lab Science .....	4
Fine Arts Electives .....	6
Total	16 hrs.

**Second Semester**

Business Statistics ....	BAD 2323
Programming Elective .....	3
Humanities Elective .....	3
Quality Assurance .....	ENT 2263
Lab Science .....	4
Total	16 hrs.

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.



**Engineering Technology**  
**Industrial Technology**  
 (Goodman & Ridgeland Campus)

**First Year**

**First Semester**

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Approved Elective .....	1
Graphic Comm. ....	ENT 1113/GRA 1143
Principles of CAD .....	ENT 1313
Oral Communication .....	SPT 1113
<b>Total</b>	<b>16 hrs.</b>

**Second Semester**

English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Wood Technology .....	ENT 1223
Business Statistics .....	BAD 2323
Technology Graphics .....	ENT 1133/GRA 1153
Approved Elective .....	1
<b>Total</b>	<b>16 hrs.</b>

**Second Year**

**First Semester**

Accounting I .....	ACC 1213
Humanities Elective .....	3
Lab Science .....	4
Basic Elec. & Electron .....	ENT 1813
Humanities Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

**Second Semester**

Programming Elective .....	3
Forging & Welding .....	ENT 2323
Social/Behavioral Science Elective .....	3
Approved Elective .....	3
Lab Science .....	4
<b>Total</b>	<b>16 hrs.</b>

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.



# Forest Technology

(Grenada Center)

## First Year

### First Semester

Microcomputer Applications .....	CPT 1113
English Composition I .....	ENG 1113
Dendrology .....	FOT 1713
Survey of Forestry .....	FOT 1813
Forest Surveying .....	FOT 2124
<b>Total</b>	<b>16 hrs.</b>

### Second Semester

Forest Measurement I .....	FOT 1114
Silviculture I .....	FOT 2614
Botany I .....	BIO 1314
Humanities/Fine Arts Elective .....	3
Approved Elective .....	3
<b>Total</b>	<b>18 hrs.</b>

## Second Year

### First Semester

*Technical Elective .....	4
Timber Harvesting .....	FOT 2424
Oral Communication .....	SPT 1113
Social/Behavioral Science Elective .....	3
** College Algebra .....	MAT 1313
<b>Total</b>	<b>17 hrs.</b>

### Second Semester

*Technical Electives .....	9
Applied Soil Conservation .....	AGT 1714
<b>Total</b>	<b>13 hrs.</b>

**PROGRAM DESCRIPTION:** Forest Technology is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

### \*Approved Technical Electives:

Forest Measurement II .....	FOT 1124
Forest Protection .....	FOT 1314
Forest Products Utilization .....	FOT 1414
Silviculture II .....	FOT 2624
Work Based Learning .....	WBL 191(1-3) - 293(1-3)
Principles of Accounting I .....	ACC 1213
Special Problem in Forest Technology .....	FOT 291(1-3)
The Legal Environment of Business .....	BAD 2413
Mapping and Topography Lab .....	DDT 2423
Fundamentals of Drafting .....	DDT 1114
Internship for Specialization .....	FOT 2914
Internship for Specialization .....	FOT 292(1-6)

\*\* BOT 1313 or MAT 1233 & Natural Science may be substituted.



# Funeral Service Technology

## (Ridgeland Campus)

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
<b>** College</b>	
Algebra .....	MAT 1313
Mortuary Anatomy I ..	FST 1113
Embalming I .....	FST 1213
Funeral Directing .....	FST 1313
Intro. to Computers ...	CSC 1113
<b>Total</b>	<b>18 hrs.</b>

#### Second Semester

Mortuary Anatomy II .....	FST 1123
Embalming II .....	FST 1225
Pathology .....	FST 2623
Principles of	
Accounting I .....	ACC 1213
Restorative Art .....	FST 1513
<b>Total</b>	<b>17 hrs.</b>

### Second Year

#### First Semester

<b>Funeral Service</b>	
Ethics & Law .....	FST 1413
Color & Cosmetics .....	FST 2523
Sociology .....	SOC 2113
or Psychology .....	PSY 1513
Thanatochemistry .....	FST 2273
Microbiology .....	FST 2613
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

English	
Composition II .....	ENG 1123
Psychol. Counsel/	
Funeral Service .....	FST 2713
Funeral Merchandising	
& Management .....	FST 2323
*Comprehensive	
Review .....	FST 2811
Oral Communication .....	SPT 1113
Legal Environ/Bus .....	BAD 2413
<b>Total</b>	<b>16 hrs.</b>

#### Directed Elective:

Work Based Learning in Funeral Services Technology ..... WBL 191(1-3)

**PROGRAM DESCRIPTION:** The **Funeral Service Technology Program** is a structured series of of course experiences. The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure.

#### Aims and Purposes

- To increase knowledge about the Funeral Service Profession.
  - To provide a curriculum at the post-secondary level which utilizes innovative instructional practices and technology.
  - To educate students and promote skill development in each phase of the Funeral Service Profession.
  - To encourage research in the field of Funeral Service.
  - To emphasize high standards of ethical conduct.
  - To comply with public health safety and regulatory guidelines.
  - To identify and explore career options within the Funeral Service Industry.
- The Funeral Services Technology program is accredited by the American Board of Funeral Service Education.

\*Must be taken during the last semester of coursework. Each FST course must be passed with an overall grade of 75 in order to graduate and complete the program

\*\*BOT 1313 or MAT 1233 & Natural Science may be substituted.



# Heating & Air-Conditioning Technology (Goodman Campus)

## First Year

### First Semester

Basic Compression .....	ACT 1124
Elec/Heat, Refrig, AC .....	ACT 1713
Tools & Piping .....	ACT 1133
***Restricted Technical	
Elective .....	2
*English	
Composition I.....	ENG 1113
Total	15 hrs.

### Second Semester

Refrig. Sys. Comp. ....	ACT 1313
Profess. Service	
Procedures .....	ACT 1812
Controls .....	ACT 1213
Refrig. Recovery & Lub.	ACT 1432
***Restricted Technical	
Elective .....	2
*College Algebra .....	**MAT 1313
Total	15 hrs.

## Second Year

### First Semester

Air Conditioning I .....	ACT 2414
Heating Systems .....	ACT 2513
Heat Load & Air	
Properties .....	ACT 2624
***Restricted Technical	
Elective .....	2
*Oral	
Communication .....	SPT 1113
*Humanities/Fine Arts	
Elective .....	3
Total	19 hrs.

### Second Semester

Air Conditioning II .....	ACT 2424
Commercial	
Refrigeration .....	ACT 2324
Refrigerant, Ret.	
& Reg. ....	ACT 2433
***Restricted Technical	
Elective .....	1
*Social/Behavioral	
Science Elective .....	3
Total	15 hrs.

\*Students seeking a certificate only are not required to take this academic course.

\*\* MAT 1233 or BOT 1313 & a Natural Science may be substituted.

### \*\*\*Restricted Technical Electives:

Special Projects in AC .... ACT 2911-3

Supervised Work Exp in ACACT 2921-6

Other Technical Electives w/Instructor Consent

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Related essential skills will be taught co-curricular.

**Heating and Air Conditioning Technology** is an articulated certificate/technical instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.



# Machine Tool Technology

(Grenada Center)

## First Year

### First Semester

#### \*English

Composition I.....	ENG 1113
Advanced Shop	
Math.....	MST 1313
Blueprint Reading .....	MST 1413
Power Machinery I.....	MST 1115
Technical Elective .....	3
Total	17 hrs.

### Second Semester

#### \*College

Algebra .....	**MAT 1313
Power Machinery II .....	MST 1125
Precision Layout .....	MST 1613
Advanced Blueprint .....	MST 1423
Technical Elective	3
Total	17 hrs.

## Second Year

### First Semester

#### Humanities/

Fine Arts .....	3
Principles of CAD.....	ENT 1313
Power Machinery III .....	MST 2135
Computer Numerical Control	
Operations I .....	MST 2714
Total	15 hrs.

### Second Semester

Power Machinery IV .....	MST 2144
Computer Numerical Control	
Operations II .....	MST 2725
Metallurgy .....	MST 2812
*Oral	
Communication .....	SPT 1113
*Social/Behavioral Science	
Elective .....	3
Total	17 hrs.

**Machine Tool Technology** is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

\*Students seeking a certificate only are not required to take this academic course.

\*\*MAT 1233 or BOT 1313 & a Natural Science may be substituted.



# Occupational Therapy Assistant Program (Ridgeland Campus)

**Courses required prior to admission:**

ENG 1113, BIO 2514, \*MAT 1313, PSY 1513

## First Year

### First Semester

Human A & P II .....	BIO 2524
Oral Communication .....	SPT 1113
Fond / Occupational Therapy .....	OTA 1113
Medical Terminology .....	OTA 1123
Path of Psychiatric Conditions .....	OTA 1213
Total	16 hrs.

### Second Semester

English Composition II .....	ENG 1113
Kinesiology .....	OTA 1314
Health Care Systems .....	OTA 2811
Path/Development Conditions .....	OTA 1233
Therapeutic Media.....	OTA 1413
Group Process .....	OTA 1513
Total	16 hrs.

## Summer Semester

Fieldwork I/Psychosocial Specialty .....	OTA 1913
Path/Physical Disability Cond. ....	OTA 1223
Occupational Therapy Skills .....	OTA 1424
Human Growth & Development .....	EPY 2533
Total	13 hrs.

## Second Year

### First Semester

Computer Science Elective (CSC 1123 Preferred) .....	3
Occupational Therapy Assessment .....	OTA 2613
Concepts/Occupational Therapy .....	OTA 2713
Fieldwork I/Physical Dys/Pediatrics .....	OTA 2935
Occupational Therapy Transitions .....	OTA 2961
Total	15 hrs.

### Second Semester

Fieldwork II/Psychosocial Disability .....	OTA 2926
Fieldwork II/Physical Dysfunction .....	OTA 2946
Total	12 hrs.

## Summer Semester

Fieldwork II/Pediatric Specialty .....	OTA 2955
Total .....	5 hrs.
Total Academic Hours/ OTA Program .....	16
Total OTA Hours/OTA Program .....	63
TOTAL Hours for OTA Program .....	79

\*MAT 1233 & a Natural Science may be substituted.



### **OTA Program Curriculum Revision Statement**

The Mississippi State Department of Education is currently revising the curriculum framework for OTA Programs. These curriculum revisions will result in a slightly different course sequence, reduction of credit hours required for graduation, and changes in course names. The curriculum is expected to be implemented in the 2002-2003 academic year. All applicants will be provided with the updated curriculum design prior to beginning coursework in the OTA Program. The above course layout does not include the upcoming changes.

**The Occupational Therapy Assistant** curriculum is a two-year program of study that prepares an individual to work under the direction of a certified Occupational Therapist to administer treatment pertinent to restorative, preventive, and maintenance programs. The focus is on the development and maintenance of capacity to perform those tasks essential to productive living and to the mastery of self and the environment. Students are provided with Level I and II Fieldwork experiences to further their knowledge and skills through demonstration and application. Clinical Fieldwork sites will be available in several states, including Mississippi. It is the responsibility of each student to pay for room, board, and other travel expenses. This program prepares the graduate to practice in a variety of health care settings as a member of the health care team. Opportunities for employment are varied and extensive. Admission to the program is selective and competitive.

### **Program Accreditation Status**

The Holmes Community College Occupational Therapy Assistant Program is in the process of accreditation with the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at the following address:

4720 Montgomery Lane  
P.O. Box 31220  
Bethesda, MD 20824-1120  
Phone Number: (301) 652-AOTA  
website: [www.aota.org](http://www.aota.org)

### **Professional Certification**

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Upon program accreditation by ACOTE of AOTA, students will be eligible to sit for the national certification examination for the Occupational Therapy Assistant that is administered by the National Board of Certification of Occupational Therapy (NBCOT).

Professional Examination Service  
NBCOT  
475 Riverside Drive  
New York, New York 10115-0089



## Surgical Technology (Grenada Center)

### Option One - 12 Month Program First Year

First Semester	Second Semester
Fund/Surgical Tech ..... SUT 1113	Basic & Related Surgical
Prin. of Surgical	Procedures ..... SUT 1518
Techniques ..... SUT 1216	Specialized Surgical
Surgical Anatomy ..... SUT 1314	Procedures ..... SUT 1528
Surgical	Total 16 hrs.
Microbiology ..... SUT 1413	
English	
Composition I ..... ENG 1113	
Total 19 hrs.	

### Option Two - 24 Month Program Summer Term (8 weeks)

Advanced Surgical Procedures ..... SUT 1538

### Second Year

First Semester	Second Semester
Oral	Humanities/Fine Arts
Communications ..... SPT 1113	Elective ..... 3
Microbiology ..... BIO 2924	Social/Behavioral Science ..... 3
*College Algebra ..... MAT 1313	Approved Electives ..... 6
Anatomy &	Anatomy &
Physiology I ..... BIO 1514	Physiology II ..... BIO 1524
Approved Elective ..... 3	Total 16 hrs.
Total 17 hrs.	

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

#### Approved Electives:

CHE 1213 with CHE 1211  
BIO 1134  
BIO 1144  
MAT 1313  
EPY 2513  
EPY 2523  
HEC 1253  
HPR 1213  
SOC 2143

\*MAT 1233 or BOT 1313 & a Natural Science may be substituted.



**Surgical Technology** is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Liasion Council on Certification for the Surgical Technologists to take the Surgical Technologist Certifying Examination and become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).



## VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing) will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.

### VOCATIONAL EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing		X	X

\*Affiliated with several area Hospitals



# Cosmetology

(Goodman Campus)

## One Year Certificate

### First Semester

Fundamentals of Cosmetology .....	COV 1117
Cosmetology Theory I .....	COV 1213
Scalp and Hair Care Treatment .....	COV 1311
Hair Shaping .....	COV 1321
Art/Hair Design .....	COV 1372
Manicure and Pedicure .....	COV 1512
Total	16 hrs.

### Second Semester

Cosmetology Theory II. ....	COV 1225
Chemical Hair Relaxing .....	COV 1352
Permanent Waves .....	COV 1333
Hair Coloring and Lightening .....	COV 1345
Artistry Artificial Hair .....	COV 1411
Total	16 hrs.

### Third Semester — Summer

Cosmetology Theory III .....	COV 1236
Facials & Makeup .....	COV 1612
Thermal Techniques ..	COV 1362
Salon Management ..	COV 1712
Total	12 hrs.

\*Students who lack entry level skills in math, science, English, etc will be provided related studies. Related essential skills will be taught co-curricular.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate which entitles that person to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.



# Practical Nursing

## Suggested Course Sequence\*

### Baseline Competencies for Practical Nursing\*\*

#### First Year

##### First Semester

Geriatric Nursing .....	PNV 1412
Basic Nutrition .....	PNV 1113
Body Structure & Function .....	PNV 1213
Growth & Development .....	PNV 1312
Fundamentals of Nursing .....	PNV 1425
Fundamentals of Nursing Lab .....	PNV 1434
Total	19 hrs.

##### Second Semester

Psychiatric Concepts .....	PNV 1813
*Medical/Surgical Nursing	PNV 1615
*Medical/Surgical Lab and Clinical .....	PNV 1624
Pharmacology .....	PNV 1513
*Alterations in Adult Health .....	PNV 1633
Total	18 hrs

#### Summer Term

##### Maternal-

Child Nursing .....	PNV 1717
Nursing Transition .....	PNV 1912

##### Alterations in

Adult Health Lab and Clinical .....	PNV 1644
Total	13 hrs.

\* Course sequence may vary according to clinical availability

**PROGRAM DESCRIPTION:** The **Practical Nursing Program** prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the Twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-P. Students who complete the first semester only may qualify as nursing assistants.

\*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

\*\*Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Department of Education. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.



## Practical Nursing \*Area Hospitals/Sites

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to practical nursing, patient, introduction to illness, and nursing care of selected patients. The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, psychiatric nursing, and maternity nursing. a certificate is awarded upon completion of the course.

\*Ridgeland, Grenada

## Welding, Brazing, and Soldering One-Year Certificate

(Goodman Campus)

### First Semester

Shielded Metal Arc Welding .....	WLW 1117
Gas Metal Arc Welding .....	WLW 1124
Drawing & Welding Symbol Interpretation .....	WLW 1231
Oxyfuel Gas Cutting Principles & Practices .....	WLW 1242
Pipe Welding I .....	WLW 1152
<b>Total</b>	<b>16 hrs.</b>

### Second Semester

Welding Inspection & Testing Principles ..	WLW 1171
Gas Tungsten Arc Welding .....	WLW 1136
Flux Cored Arc Welding .....	WLW 1143
Plasma Arc Cutting .....	WLW 1211
Pipe Welding II .....	WLW 1153
*Restricted Elective .....	2
<b>Total</b>	<b>16 hrs.</b>

Students who lack entry level skills in math, science, English, etc. will be provided related studies. Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**PROGRAM DESCRIPTION:** The Welding, Brazing, and Soldering curriculum is designed to prepare the student for entry level employment in the field of welding, brazing, and soldering.

### \*Restricted Electives:

Special Problem in Welding & Cutting ... ..	WLW 1912
Work-Based Learning in Welding & Cutting .. ..	WLW 1922



# ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

## ACCOUNTING

### **ACC 1213 — Principles of Accounting I.**

A study of the accounting principles and procedures employed by proprietorships and partnerships in the preparation of financial statements, and the uses of accounting data. Three lectures. Three hours credit.

### **ACC 1223 — Principles of Accounting II (Prerequisite: ACC 1213).**

A study of accounting principles and procedures for corporations, manufacturing concerns, and consolidations, as well as analysis used in decision making. Three lectures. Three hours credit.

## ART

### **ART 1113 — Art Appreciation.**

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphic arts and industrial design) on a conceptual basis. Three lectures. Three hours credit.

### **ART 1313 — Drawing I.**

A study of basic principles of the construction of visual form. Emphasis is on line, perspective and shading. Required of art majors. Six lab hours. Three hours credit.

### **ART 1323 — Drawing II.**

Continuation of Drawing I, with stress on volumetric rendering, perspective drawing, composition and expression. Six lab hours. Three hours credit.

### **ART 1413 — Design I.**

Will include the study of basic elements and principles of organization, and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Required for art majors. Six lab hours. Three hours credit.

### **ART 1423 — Design II (Color Theory).**

Will include an in-depth study of basic color theory, explored through the two-dimensional problem, using the subtractive method of color theory. Required for art majors. Six lab hours. Three hours credit.

### **ART 1913 — Art for Elementary Teachers.**

Designed for the needs of the elementary education student. Essentials of



public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Three lectures. Three hours credit.

**ART 2353 — Figure Drawing I (Drawing from the Live Model in Various Media).**

A study of proportion in the human figure through the use of contour, gesture, and model drawing. Required for art majors. Six lab hours. Three hours credit.

**ART 2513 — Painting I.**

An introductory course in painting, stressing the use of color and pictorial composition. Basics in stretching canvas, preparing grounds, etc. Six lab hours. Three hours credit.

**ART 2523 — Painting II (Prerequisite: ART 2513).**

A continuation of ART 2513, with emphasis on creative interpretation of basic techniques. Advanced work with oils. Six lab hours. Three hours credit.

**ART 2613 — Ceramics I.**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by mechanical means, and by hand; various kiln operations; understanding the nature of clay and glazes. An appreciation of functional and non-functional forms will be included. Six lab hours. Three hours credit.

**ART 2633 — Sculpture I (3-D Design).**

Introduction to three dimensional elements and the principles of design using various materials. Required for all art majors. Six lab hours. Three hours credit.

**ART 2643 - Sculpture II.**

A continuation of ART 2633. Six lab hours. Three hours credit.

**ART 2713 — Art History I.**

Survey course of historical background of art forms from Prehistoric art to the Renaissance. Emphasis placed on art forms as related to history. Three lectures. Three hours credit.

**ART 2723 — Art History II.**

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.



## **ADVANCED TECHNOLOGY EDUCATION**

### **ATE 1113 — Science and Technology.**

A course designed to introduce technology to Mississippi community college students. It is a survey of modern technology applications with specific emphasis on problem solving and career opportunities. Includes modules on applied physics, biotechnology, electronics, automation, microcomputer assembly, multimedia presentations, laser technology, telecommunications, and various advanced topics in technology. Three hours laboratory. Two hours TBA activities online. Three hours credit.

## **BUSINESS ADMINISTRATION**

### **BAD 1113 - Introduction to Business.**

A study of business opportunities in the United States. Students will explore opportunities in the public sector, as well as the private sector, including retail, transportation, manufacturing, restaurant, agricultural, marketing, management, hotel, and healthcare. Three lectures. Three hours credit.

### **BAD 2323 (MAT 2323) — Business Statistics. (Prerequisite: MAT 1313).**

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

### **BAD 2413 — The Legal Environment of Business.**

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and business. Three lectures. Three hours credit.

### **BAD 2513 — Principles of Management (This is considered an upper level course at some universities and may not transfer).**

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

### **BAD 2533 — Microcomputers and Business Management (Prerequisite:**



**Keyboarding skills).**

An introduction to microcomputers and the software packages used in business including word processing, spreadsheets, and database management. Three lectures. Three hours credit.

**BAD 2713 — Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

**BAD 2723 — Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**BAD 2733 — Real Estate Finance.**

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

**BAD 2744 — Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

**BAD 2813 — Business Communications (Prerequisites: ENG 1113, ENG 1123, and keyboarding skills).**

An oral and written applications-oriented communications course with an emphasis on developing and writing business correspondence, reports, and oral briefings. Three lectures. Three credit hours.

## **BIOLOGY**

**BIO 1114 — General Biology I for Non-Majors.**

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: the nature and history of scientific thought, basic biological chemistry, cell structure and functions, cell division, and transmission genetics. This course is designed for non science related majors, and DOES NOT SATISFY the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1124 — General Biology II for Non-Majors.**

An introduction to the basic principles of modern biology and their relevance



to human life. Topics include: a survey of kinds of organisms, human biology, ecology, and discussions of issues pertinent to human health and environmental issues. This course is designed for non science-related majors, and DOES NOT SATISFY the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1134 — General Biology I for Majors (Prerequisite: MAT 1203 or higher).**

An introduction to the basic principles of biology. The topics covered include cell chemistry, cell structure, energy transformation, enzymes, energy pathways, cell reproduction, genetics, DNA structure and function, and gene regulation and engineering. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1144 — General Biology II for Majors (Prerequisite: MAT 1203)**

An introduction to the diversity of life. Topics include evolutionary theory, schemes of classification, and descriptions of major taxa. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1314 — Botany I (Prerequisite: MAT 1203 or higher).**

An introduction to the biology of plants. Topics include: physiology, genetics, development, plant anatomy, reproduction and morphology. Emphasis is on flowering plants. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1324 — Botany II (Prerequisite: BIO 1134 or consent of the biology instructor).**

A survey of the plant and fungi kingdoms. Topics include: taxonomy, morphology, life cycles, ecology and phylogenetic relationships. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1613 — Nutrition.**

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three credit hours.

**BIO 2414 — Zoology I (Prerequisite: MAT 1203 or higher).**

An introduction to the biology of animals. Topics include: cell biology, anatomy, physiology, embryology, and genetics. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2424 — Zoology II (Prerequisite: BIO 2414).**

A survey of the animal kingdom and selected protistans. Topics include: taxonomy, morphology, life histories, behavior, ecology, and phylogenetic relationships. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2514 — Human Anatomy and Physiology I (Corequisite: MAT 1203).**

An anatomical and physiological study of the human body including a study of tissues and the following organ systems: integumentary, skeletal, muscular, nervous, sensory, and endocrine. Each system is considered in detail regarding



structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2524 — Human Anatomy and Physiology II (Prerequisite: BIO 2514).**

A continuation of BIO 2514 including the anatomical and physiological study of the following systems: digestive, respiratory, circulatory (including blood), urinary, and reproductive (including pregnancy). Also included will be a study of electrolyte and water balance mechanisms and elementary genetics as relates to human inheritance. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2924 — Microbiology (Prerequisite: BIO 1134 or higher).**

Introduction to the biology of microorganisms. Topics include: classification, physiology, genetics, cell biology, biotechnology and control. Emphasis is on bacteria and viruses. Three lectures. Two hours laboratory. Four hours credit.

## **CHEMISTRY**

**CHE 1211 — General Chemistry Laboratory I (Corequisite: CHE 1213).**

Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

**CHE 1213 — General Chemistry I**

**(Corequisite: MAT 1313 or Chemistry instructor's permission).**

An introductory course covering the fundamental concepts of college chemistry. Topics addressed include: atomic structure, periodicity, bonding, formulas and composition, reactions, stoichiometry, gas laws, liquids, and solids. Three lectures. Three hours credit.

**CHE 1221 — General Chemistry Laboratory II (Prerequisite: CHE 1211).**

Selected experiments to illustrate the principles introduced in CHE 1223. Three hours laboratory. One hour credit.

**CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).**

A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, redox reactions, thermodynamics, kinetics, equilibria, and electrochemistry. Three lectures. Three hours credit.

**CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223).**

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; methane, alkanes, alkenes, alkynes and dienes, alicyclic hydrocarbons; stereochemistry and stereoisomerism. Three lectures. Three hours laboratory. Four hours credit.

**CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).**



Continuation of CHE 2424. Study of aromatic and heterocyclic compounds with emphasis on reactions, reaction mechanisms and nomenclature; introductions to some important biomolecules and the use of spectroscopy in compound identification. Three lectures. Three hours laboratory. Four hours credit.

## COMPUTER SCIENCE

### **CSC 1113 — Introduction to Computer Concepts (Prerequisite: Keyboarding skills & MAT 1203 or higher).**

Introduction to the basic concepts and structure of computers and computer programming; data representation; machine logic; history of computing; introduction to BASIC programming or HTML: introduction to word processing, data base, & spreadsheets. Three lectures. One hour laboratory. Three hours credit.

### **CSC 1123 — Microcomputer Applications (Prerequisite: Keyboarding skills & MAT 1203).**

Designed to teach the use of major application packages to include fundamental word processing, electronic spreadsheet, and database management principles, as well as, basic operating system commands and functions. Emphasis is placed on the use of the microcomputer to solve problems in a variety of application environments. Two lectures. Two hours laboratory. Three hours credit.

### **CSC 1613 — Computer Programming I (Corequisite: MAT 1313).**

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in a high-level language with a variety of applications. Three lectures. Three hours credit.

### **CSC 2623 — Computer Programming II (Prerequisite: CSC 1613).**

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Three lectures. Three hours credit.

## ECONOMICS

### **ECO 2113 — Principles of (Macro) Economics.**

Introductory macroeconomics. Study of resources and goals of the economy, national income, employment, fiscal, and monetary policy, Keynesian and Monetarist theories, economic growth, and other contemporary problems involving population and the environment.

### **ECO 2113 (Honors)— Principles of (Macro) Economics.**

An introduction to economic principles, policies and problems with emphasis on the level of national production and income, the level of employment, the level of prices, and the rate of economic growth. Note: the intent of this course is to go beyond basic principles to a more in-depth analysis of the application of economic principles and policies to real world problems and events. Enrollment by invitation. Three lectures. Three hours credit.



### **ECO 2123 — Principles of (Micro) Economics.**

An introduction to Microeconomics. Emphasis on the role of the price system in directing the production of goods and services, distribution of income, international trade, and comparative economic systems. Three lectures. Three hours credit.

## **EDUCATION**

### **EDU 1111 — Library Science.**

This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. Directed study and library research of special topics in biology, mathematics, or physical science. Laboratory or field research, regular conferences with supervising teacher, and presentation of project results in a paper and/or symposium required. One lecture. One hour credit.

### **EDU 1311 — Orientation.**

This course is designed to help the freshman adjust himself or herself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

### **EDU 1321 — Career Exploration.**

A course designed to assist students in determining appropriate career goals and college majors. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit. Taught at Goodman Campus.

### **EDU 1813 — Leadership Development (Prerequisite: Sophomore Standing, 3.00 Q.P.A., Invitation of Instructor).**

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior. Three lectures. Three hours credit.

## **ENGINEERING**

### **EGR 2413 — Engineering Mechanics I (Statics).**

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.



## ENGLISH

### **ENG 1103 — Developmental English I.**

This course stresses basic written communication skills. A comprehensive review of grammar is the primary objective. In addition, attention is given to specific spelling and reading problems. Sentence patterns and paragraph organization are examined and practiced in preparation for essay writing. Three hours institutional credit. (Not designed to transfer).

### **ENG 1113 — English Composition I.**

A study of composition, emphasis on the rhetorical processes, the organization of ideas, and revision for grammar, mechanics, and voice. Three lectures. Three hours credit.

### **ENG 1113 (Honors) — English Composition I.**

Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material and precise writing. Enrollment by invitation. Three lectures. Three hours credit.

### **ENG 1123 — English Composition II (Prerequisite: ENG 1113).**

A study of composition with emphasis on researching and writing with sources, reading, and writing about literature, library skills, and the development of style. Three lectures. Three hours credit.

### **ENG 1223 (Honors) — English Composition II (Prerequisite: ENG 1113).**

Builds upon the skills acquired in first semester composition. Special attention is given to critical reading of selections from various literary genres, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by invitation. Three lectures. Three hours credit.

### **ENG 1203 — Developmental English II.**

A continuation of ENG 1103 with emphasis on language usage, paragraphs and finished essays. Three hours institutional credit. (Not designed to transfer).

### **ENG 2133 — Creative Writing I (Prerequisite: ENG 1113 or Consent of the Instructor).**

Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

### **ENG 2143 — Creative Writing II (Prerequisite: Consent of the Instructor).**

Continuation of ENG 2133. Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

### **ENG 2223 — American Literature I.**

A survey of American writings that traces the emergence of a national literature. Readings include historical, political, and imaginative works of writers such



as Winthrop, Bradstreet, Franklin, Jefferson, Poe, Hawthorne, and Whitman. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

### **ENG 2233 — American Literature II.**

A survey of American literature from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

### **ENG 2323 — English Literature I.**

A survey of major English poetry and prose from Beowulf through selected writings of the Eighteenth Century (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual representative writers such as Chaucer, Shakespeare, Milton, and Swift are included. Three lectures. Three credit hours.

### **ENG 2323 (Honors) — English Literature I (Prerequisite: 6 hrs. composition)**

Designed for students who have a special interest in English Literature and who have at least a "B" average in freshman composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation. Three lectures. Three hours credit.

### **ENG 2333 — English Literature II.**

A survey of major English poetry and prose from the age of Romanticism (approximately 1785) to the present. Individual representative writers such as Blake, Wordsworth, Hopkins, Yeats, and James Joyce are included. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

### **ENG 2333 (Honors)—English Literature II (Prerequisite: 6 hrs. composition).**

Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 17

### **ENG 2423 — World Literature I.**

Selected major works which reflect both Eastern and Western cultures from the beginnings of written literature through the Medieval and Renaissance Ages, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

### **ENG 2433 — World Literature II.**

A continuation of ENG 2423. Selected world writings and major works from the Neoclassic period to the present. Three lectures. Three hours credit.



## **EDUCATIONAL PSYCHOLOGY**

### **EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

### **EPY 2523—Adolescent Psychology (Human Growth and Development II).**

A study of the individual during the adolescent years. Three lectures. Three hours credit.

### **EPY 2533—Human Growth and Development.**

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

## **FAMILY AND CONSUMER SERVICE**

### **FCS 1253—Nutrition.**

Course is designed for pre-health profession majors. Topics include a survey of the major nutrients, the process of digestion, diet planning, weight management, nutrition throughout the life cycle, disorders of nutritional imbalance, and nutrition and physical fitness. Three lectures. Three hours credit.

## **GEOGRAPHY**

### **GEO 1113—World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world including the U.S. Three lectures. Three hours credit.

## **GRAPHICS AND DRAWING**

### **GRA 1143—Graphic Communication.**

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Two lectures. Four hours laboratory. Three hours credit.

### **GRA 1153—Technology Graphics (Prerequisite: GRA 1143).**

Machine drafting methods and practice in pictorial and orthographic projec-



tions. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

## **HISTORY**

### **HIS 1113 — Western Civilization I.**

A general survey of European history from ancient times to 1648 A.D. Three lectures. Three hours credit.

### **HIS 1113 (Honors)— Western Civilization I.**

Substitutes for HIS 1113. Survey of the history of man, his government, economic, social, religious, intellectual, and aesthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Enrollment by invitation. Three lectures. Three hours credit.

### **HIS 1123 — Western Civilization II.**

A general survey of Western civilization since 1648 A.D. Three lectures. Three hours credit.

### **HIS 1123 (Honors)—Western Civilization II.**

Continuation of HIS 1113 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second world conflict; the second World War, recent international developments. Special projects and recitations required.

### **HIS 1163 — World History I.**

A survey of man's struggle for civilization from early times to the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. Three lectures. Three hours credit.

### **HIS 1173 — World History II.**

A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures. Three hours credit.

### **HIS 2213 — American (U.S.) History I.**

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

### **HIS 2213 (Honors)— American (U.S.) History I.**

Survey of political, economic, and social developments to 1877. Special projects and recitations required. Enrollment by invitation. Three lectures. Three hours credit.



### **HIS 2223 — American (U.S.) History II.**

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

### **HPR 1111, 1121, 2111, 2121 — Cheerleader I, II, III, IV.**

Participation in varsity cheerleading activities. Audition required. Four practice sessions. One hour credit.

### **HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.**

Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (2), golf (2), or soccer (2). Open by invitation of instructor. Four practice sessions. One hour credit.

### **HPR 1213 — Personal and Community Health I.**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

### **HPR 1313 — Introduction to Health, Physical Education and Recreation.**

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

### **HPR 1511 — Team Sports I.**

Lecture on rules and techniques and practice in basketball, volleyball, or softball. Two classes. One hour credit.

### **HPR 1521 — Team Sports II.**

Lecture on rules and techniques and practice in basketball. Two classes. One hour credit.

### **HPR 1531 — Individual and Dual Sports I.**

Lecture on rules, techniques, equipment used, and practice in tennis or archery. Two classes. One hour credit.

### **HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.**

Includes weight training (free weights or machines), running, or aerobic conditioning. A student may earn only one hour's credit per course number even if the course number is repeated. Two classes. One hour credit.

### **HPR 1613 — Physical Education in the Elementary School.**

Methods and materials of teaching physical education at the elementary school level. Theory and practical experience in selecting, organizing, and directing



activities for the elementary school. Educational and physical education philosophy and objectives are stressed. Three lectures. Three hours credit.

**HPR 2213 — First Aid and CPR.**

Standard first aid course as outlined by the American Red Cross consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Successful completion will earn Red Cross certification in Standard First Aid and Adult and Child CPR. Three lectures. Three hours credit.

**HPR 2323 — Recreational Leadership.**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

**HPR 2422 — Football Theory.**

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

**HPR 2433 — Basketball Theory**

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

**HPR 2443 — Athletic Training & Treatment of Injuries.**

A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries. Conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three hours credit.

**HPR 2453 — Baseball Theory.**

Philosophies of coaching, leadership, teaching techniques, team organization, baseball strategies, preparation for games, and preparation and care of baseball fields. Three lectures. Three hours credit.

## **HUMANITIES**

**HUM 1113 — Humanities-European Study Abroad.**

This course is an interdisciplinary study of human achievement using art, architecture, history, and literature as an exemplification of man's creative genius. After lectures on background material, students will participate in a two-week tour of selected sites in England and Europe. Upon completion of the tour, an additional lecture will be conducted to provide a summary of material covered. Completion of 500 pages of outside reading from the course reading list and submission of a 4-7 page paper are required. Three hours credit.



### **HUM 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.**

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and/or students. One lecture. One hour credit.

### **HUM 1913 - Honors Colloquium Forum I.**

Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched and discussed during the semester. A short paper is required on each topic. Enrollment by invitation. three lectures. three hours credit.

### **HUM 1923 - Honors Colloquium Forum II.**

Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched and discussed during the semester. A short paper is required on each topic. Enrollment by invitation. Three lectures. Three hours credit.

## **INDUSTRIAL EDUCATION/TECHNOLOGY TEACHER EDUCATION**

### **IED 1213 — Wood Technology.**

Study of wood production, manufacturing sales, construction industries, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

### **IED 1813 — Basic Electricity and Electronics.**

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit. (Note - This course taught on Goodman Campus only.)

### **IED 2323 — Forging and Welding.**

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

### **IED 2413 — History and Appreciation of the Artercrafts.**

Growth and development of the artercrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

## **JOURNALISM**

### **JOU 1111, 1121, 2111, 2121 — College Publication (Yearbook I, II, III, IV).**

The course is designed to give students the ability to identify, master, and practice the skills necessary to produce the college yearbook, *Horizons*. These



skills include conceptualizing the yearbook and its theme; reporting; writing headlines, copy and captions; planning and producing photographs; designing the headlines, copy, captions, and photographs on the pages; selling advertisements; and preparing the yearbook for the printer. This is an activities class open to all majors. Two hours laboratory. One hour credit.

**JOU 1111, 1121, 2111, 2121 — College Publication  
(Newspaper I, II, III, IV).**

A laboratory course designed to give practical experience in working with the college newspaper, *The Growl*. Course elements include: planning, computer usage in newspaper production, proofreading, graphic design and production.

Other areas covered include: planning and writing news stories, features, sports, and editorials. Ancillary items covered in the course are development of advanced skills in headline writing, copy editing, and makeup and design. Two hours laboratory. One hour credit.

## **MATHEMATICS**

**MAT 1103 — Developmental Mathematics.**

A review of fundamental arithmetical skills: A study of the four basic operations with whole numbers, fractions, decimals and signed numbers; percentages and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer.)

**MAT 1203 — Beginning Algebra (Prerequisite: MAT 1103 or appropriate placement scores).**

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, roots and radicals. Three lectures. Three hours institutional credit. (Not designed to transfer).

**MAT 1233 — Intermediate Algebra**

**(Prerequisite: MAT 1203 or appropriate placement scores).**

This course is designed for students whose qualifications are deficient for MAT 1313. The course includes factoring, algebraic fractions, operations with polynomials, roots and radicals, exponents, linear and quadratic equations and linear inequalities. Three lectures. Three hours credit.

**MAT 1313 — College Algebra**

**(Prerequisite: MAT 1233 or appropriate placement scores).**

Real and complex numbers; algebraic equations and inequalities; graphs; algebraic functions; exponential and logarithmic functions; systems of equations and inequalities; polynomials; and other selected topics. Three lectures. Three hours credit.



### **MAT 1323 — Trigonometry**

**(Prerequisite: MAT 1313 or proper placement).**

A study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lectures. Three hours credit.

### **MAT 1333 — Finite Mathematics & Introduction to Calculus**

**(Prerequisite: MAT 1313).**

Matrices, systems of linear equations and inequalities, linear programming by graphing and the simplex method, introduction to calculus, and applications of these and other selected topics to problems involving business decision making. Three lectures. Three hours credit.

### **MAT 1513 — Business Calculus I**

**(Prerequisite: MAT 1313 or appropriate placement scores).**

A study of functions, limits, and continuity; derivatives and applications of the derivative to business and economics; introductory integration and its applications to business and economics. Three lectures. Three hours credit.

### **MAT 1523 — Business Calculus II (Prerequisite: MAT 1513).**

Antiderivatives, the definite integral, applications of the definite integral, functions of two or more variables, partial derivatives, maxima and minima of two variable functions, applications. Three lectures. Three hours credit.

### **MAT 1613 — Calculus I (Prerequisite: MAT 1313 & MAT 1323**

**or appropriate placement scores).**

Functions, limits, continuity, derivatives, applications of the derivative, and selected topics from analytic geometry. Three lectures. Three hours credit.

### **MAT 1623 — Calculus II (Prerequisite: MAT 1613).**

Antiderivatives; definite integrals; applications of definite integrals; differentiation and integration of trigonometric, inverse trigonometric, exponential, logarithmic, and hyperbolic functions and techniques of integration. Three lectures. Three hours credit.

### **MAT 1723 — The Real Number System (Prerequisite: MAT 1203**

**or appropriate placement scores).**

Open only to education or special education majors. The course includes problem-solving processes, structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lectures. Three hours credit.

### **MAT 1733 — Geometry, Measurement, and Probability**

**(Prerequisite: MAT 1233 or appropriate placement scores).**

Open only to education or special education majors. The course includes intuitive foundations of geometry, basic concepts of measurements, probability,



and statistics. Three lectures. Three hours credit.

**MAT 2323 (BAD 2323) — Business Statistics**  
(Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

**MAT 2613 — Calculus III (Prerequisite: MAT 1623).**

Continuation of methods of integration, indeterminate forms, improper integrals, infinite series, polar coordinates, vectors. Three lecture. Three hours credit.

**MAT 2623 — Calculus IV (Prerequisite: MAT 2613).**

Further techniques of vector calculus, differential calculus of multivariate functions, multiple integration, line and surface integrals. Three lectures. Three hours credit.

**MAT 2913 — Differential Equations (Prerequisites: MAT 1623 and concurrent enrollment in MAT 2613).**

Solution of first and higher order ordinary differential equations, existence theorems, systems of linear differential equations, Laplace transform, applications. Three lectures. Three hours credit.

## **MODERN FOREIGN LANGUAGE**

**MFL 1113 — Elementary French I.**

This course is designed to develop basic language skills: speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

**MFL 1123 — Elementary French II.**

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

**MFL 1213 — Elementary Spanish I.**

This course is designed to develop basic language skills; reading, writing, and speaking. Records and tapes are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. Three lectures. One hour laboratory. Three hours credit.

**MFL 1223 — Elementary Spanish II.**

A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Records and tapes are used to develop correct pronunciation. Three lectures. One hour laboratory. Three hours credit.



**MFL 2113 — Intermediate French I.**

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

**MFL 2123 — Intermediate French II.**

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

**MFL 2213 — Intermediate Spanish I.**

A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used. Three lectures. One hour laboratory. Three hours credit.

**MFL 2223 — Intermediate Spanish II.**

A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the students to record and listen to his own and other student's use of the language. Three lectures. One hour laboratory. Three hours credit.

**MUSIC APPLIED**

(Brass, Percussion, Piano, Strings, Voice, and Woodwinds)

**MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

**MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

**MUA 1241, 1251, 2241, 2251 — Guitar for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

**MUA 1272, 1282, 2272, 2282 — Guitar for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

**MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

**MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

**MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.**

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.



**MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.**  
One lesson. Three hours practice. One hour credit.

**MUA 1573, 1583, 2573, 2583 — Piano for Music Majors I, II, III, IV.**  
One hour private instruction. Nine hours practice. Three hours credit.

**MUA 1711, 1721 — Class Voice I, II.**

For Piano and Instrumental majors only. One lesson. Three hours practice. One hour credit.

**MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.**  
One lesson. Three hours practice. One hour credit.

**MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.**  
One hour private instruction. Six hours practice. Two hours credit.

**MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.**  
One hour private instruction. Three hours practice. One hour credit.

**MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

## **MUSIC ORGANIZATIONS**

(Band, Small Band Groups, Stage Band, Choir, Handbells,  
Small Singing Groups)

**MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.**  
Four practice sessions. One hour credit.

**MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1212, 1222, 2212, 2222 — Choir I, II, III, IV.**  
Five hours practice. Two hours credit.

**MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.**  
One practice session. One hour credit.

## **MUSIC FOUNDATIONS**

(Education, History, Theory)

**MUS 1113 — Music Appreciation.**

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.



### **MUS 1113 (Honors)— Music Appreciation.**

A seminar selected evaluation of music and its reputation in Western culture. Subjects will address listening processes, the aesthetic experience and historical functions of music in society. Activities will include concert attendance, research papers, and readable discussions. Enrollment by invitation. Three lectures. Three hours credit.

### **MUS 1133 — Fundamentals of Music.**

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.

### **MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV.**

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

### **MUS 1612 — Elementary Conducting.**

Fundamentals of instrumental and choral conducting, technique, interpretation, and performance. Two lectures. Two hours credit.

### **MUS 1910, 1920, 2910, 2920 — Recital Class I, II, III, IV.**

Performances are held on Friday afternoons and on selected evenings during each semester. Credit is gained by attending all of these events. Must register and remain registered for recital class for four semesters. Students who satisfactorily complete these courses will receive an "S" grade.

### **MUS 2413 — Music Literature I.**

Style and history of the recorded repertory of music in western civilization from Gregorian chant to the contemporary era. Enrollment limited to sophomore and junior students. Three lectures. Three hours credit.

### **MUS 2423 — Music Literature II.**

Covers the romantic and contemporary styles. Emphasis on developing and identifying period characteristics and historical influences. Three lectures. Three hours credit.

### **MUS 2513 — Music for Children I.**

A music course designed for elementary school-age children to develop basic skills: notation, rhythm and dictation, notation, composition, and performance. No previous musical training required.

## **NURSING, ADN (Grenada Campus Only)**

### **NUR 1113 — Fundamental Nursing Theory.**



Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs with a clinical case study to apply the nursing process. Calculation of dosages and solutions is included. Correlates with NUR 1118. Three lectures. Three hours credit.

### **NUR 1119 — Nursing I.**

**(Prerequisites: BIO 1514 & BIO 1524).**

Foundation for all subsequent nursing courses. Introduction to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

### **NUR 1211, 1221, 2211, 2221 — Health Issues I, II, III, IV.**

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on healthcare delivery as a whole and the person as an individual. Through use of available resources to include the internet the student will explore such entities as treatment options, healthcare funding, alternative therapies, etc. One lecture. One hour credit.

### **NUR 1225 — Family and Community Nursing Theory.**

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Includes content on intravenous therapy and blood administration. Correlates with NUR 1228. Five lectures. Five hours credit.

### **NUR 1229 — Nursing II.**

**(Prerequisites: NUR 1119).**

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Five lectures. Twelve hours laboratory. Nine hours credit.

### **NUR 1233 — Theories of Psychiatric/Mental Health Nursing.**

This course introduces the theoretical base for utilization of the nursing process in psychiatric/mental health nursing. The psychopathology underlying altered behavioral responses is explored and utilized as a basis for understanding the rationale for nursing interventions. Correlates with NUR 1234. Three lectures. Three hours credit.

### **NUR 1311—Nursing Transition Laboratory (Corequisite: NUR 1316).**



A laboratory course designed to assist the LPN in synthesizing information from NUR 1316 in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Three laboratory hours. One hour credit.

### **NUR 1316 — Nursing Transition.**

A transitional course designed to assist the LPN in mastering the first-year ADN objectives and serves as a basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the students's LPN education. Six lectures. Six hours credit.

### **NUR 2119 — Nursing III**

**(Prerequisites: NUR 1119, NUR 1229).**

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1119 are reinforced and applied. Nutrition and pharmacology are integrated. Six lectures. Nine hours laboratory. Nine hours credit.

### **NUR 2123 — Pharmacology (Prerequisite: NUR 1229).**

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

### **NUR 2239 — Nursing IV (Prerequisite: NUR 2119).**

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Fifteen hours laboratory. Nine hours credit.

### **NUR 2243 — Management of Nursing Care (Prerequisite: NUR 2119).**

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

## **PHILOSOPHY AND BIBLE**

### **PHI 1113 — Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior



to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

**PHI 1133 — New Testament Survey.**

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

**PHI 2143—Ethics.**

An introduction to classical moral philosophy with the investigation of some concrete moral problems. Three lectures. Three hours credit.

## **PHYSICS**

**PHY 1114 — Astronomy.**

Introduction to the solar system, stars, our galaxy and the extragalactic universe. Required observatory work at night. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2244 — Physical Science Survey I**

**(Corequisite: MAT 1233 or higher).**

An introduction to the basic concepts of physics and astronomy. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2254 — Physical Science Survey II**

**(Corequisite: MAT 1233 or higher).**

An introduction to the basic concepts of chemistry and geology. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2414 — General Physics I (Prerequisite: MAT 1323).**

A study of mechanics, heat and sound. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2424 — General Physics II (Prerequisite: PHY 2414).**

Electricity and magnetism, light and optics, introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2514 — Engineering Physics I (Prerequisite: MAT 1613).**

A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematic majors. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2524 — Engineering Physics II (Prerequisite: PHY 2514).**

A study of electricity and magnetism, light and optics, includes an introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.



## **POLITICAL SCIENCE**

### **PSC 1113 — American National Government.**

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

### **PSC 1123 — American State & Local Government (Prerequisite: PSC 1113).**

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

### **PSC 2113 — Comparative Government.**

A survey of various governmental systems in comparative perspective, with particular attention to Europe and international organizations. Three lectures. Three hours credit.

## **PSYCHOLOGY**

### **PSY 1513 — General Psychology I.**

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

### **PSY 1523 — General Psychology II (Prerequisite: PSY 1513).**

A continuation of PSY 1513, emphasizing applied psychology methods and principles. Includes motivation and emotion; abnormal behavior, mental health and therapy; group processes; mass communication and persuasion, and industrial psychology. Three lectures. Three hours credit.

## **READING**

### **REA 1103 — Developmental Reading I.**

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Supplemental work using computers is required. Three lectures. Three hours instructional credit. (Not designed to transfer).

### **REA 1203 — Developmental Reading II.**

A continuation of REA 1103. Three lectures. Three hours institutional credit. (Not designed to transfer).



### **REA 1213 — Reading and Study Skills I.**

A course provided to help students develop reading skills necessary for success in college. Emphasis is placed on comprehension, vocabulary, and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

### **REA 1223 — Reading and Study Skills II.**

A continuation of REA 1213. Three lectures. Three hours credit.

### **REA 1233 — Speed Reading I.**

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. Three hours credit.

## **SOCIOLOGY**

### **SOC 2113 — Introduction to Sociology.**

An introductory course in Sociology, this course provides an overview of the study of society. Basic principles are covered, including socialization, social interaction, culture, social institutions, social structure, social stratification, deviance, and the evolution of society. Three lectures. Three hours credit.

### **SOC 2133 — Social Problems.**

This class is a study of the social conditions that have been defined as social problems in contemporary society. Issues which are investigated from a sociological perspective include poverty, crime, sexual deviance, violence, domestic violence, drug/alcohol abuse, sexism and racism. Three lectures. Three hours credit.

### **SOC 2143 — Marriage and Family.**

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments of society. Three lectures. Three hours credit.

## **SPEECH AND THEATER**

### **SPT 1113 — Oral Communication (Co-Requisite: ENG 1113).**

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

### **SPT 1113 (Honors)— Oral Communication.**

Methods, techniques, and psychological processes and adjustments neces-



sary in preparing, organizing, and presenting speeches. Special projects, activities, and opportunities for independent study provided. Enrollment by invitation. Three lectures. Three hours credit.

**SPT 1241, 1251, 2241, 2251 — Drama Production I, II, III, IV.**

Participation in college drama productions. Positions available on stage and backstage. This is an activity course open to all students. Required rehearsals at night and some weekends. Some scholarships are available. This class cannot be added later than 3 weeks after the first day of the semester. One hour credit.

## **TECHNICAL COURSE DESCRIPTIONS**

### **AUTOMOTIVE TECHNOLOGY**

**ATT 1114 — Electrical Systems.**

A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two lectures. Four or six hours laboratory. Four hours credit.

**ATT 1213 — Brakes.**

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

**ATT 1315 — Manual Drive Trains/Transaxles.**

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Six hours laboratory. Five hours credit.

**ATT 1414 — Basic Engine Performance.**

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

**ATT 1513 — Basic Fuel Systems.**

A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems. Includes



instruction in the diagnosis and repair/adjustment of infrared exhaust analyzers, carburetors, air control systems, and deceleration systems. Two lectures. Two hours laboratory. Three hours credit.

### **ATT 1715 — Engine Repair.**

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

### **ATT 2325 — Automatic Transmissions/Transaxles.**

A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automotive transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three lectures. Four hours laboratory. Five hours credit.

### **ATT 2334 — Steering and Suspension Systems.**

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 2343 — Wheel Alignment (Corequisite: ATT 2334).**

A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One lecture. Four hours laboratory. Three hours credit.

### **ATT 2524 — Computer Controlled Emission Systems**

**(Prerequisite: ATT 1513 and ATT 1114).**

A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems, and other features found on newer model fuel systems. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 2535 — Computerized Engine Controls**

**(Prerequisite: ATT 2524).**

A course to provide technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. Two lectures. Six hours



laboratory. Five hours credit.

**ATT 2614 — Heating and Air Conditioning.**

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.

## **BANKING AND FINANCE TECHNOLOGY**

**TBF 1123 — Money and Banking.**

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

## **BUSINESS ADMINISTRATION TECHNOLOGY**

**TBA 1113 — Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

**TBA 2413 — Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

## **BUSINESS & OFFICE COMPUTER INFORMATION SYSTEMS**

**BOT 1103 — Introduction to Keyboarding and Formatting.**

This course is designed to prepare students with beginning keyboarding skills and the basic document formatting skills. Two lectures. Two hours laboratory. Three hours institutional credit.

**BOT 1123 — Keyboarding Skillbuilding (Prerequisite: BOT 1843).**



This course further develops keyboard techniques emphasizing speed and accuracy. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1133—Microcomputer Applications (Prerequisite: 40 gwpm).**

This course will introduce an operating system and word processing, spreadsheet, and database management software applications. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1143 — Word Processing (Prerequisites: BOT 1843, BOT 1713, & BOT 2143).**

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1203—Introduction to Microcomputer Applications.**

This course is designed to prepare students with basic microcomputer skills. Two hours lecture. Two hours laboratory. Three hours institutional credit.

**BOT 1213 — Professional Development.**

This course develops an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

**BOT 1313 — Applied Business Mathematics.**

A course designed to develop competency in mathematics for business use. Ten-key touch method on the electronic calculator is stressed. Three lectures. Three hours credit.

**BOT 1413 — Records Management.**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall - paper, image, and digital - and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.

**BOT 1433 — Business Accounting.**

This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

**BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433).**

This course is designed as a continuation of Business Accounting. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1513 — Machine Transcription (Prerequisites: BOT 1143).**

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.



**BOT 1613 — Medical Office Terminology I.**

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three lectures. Three hours credit.

**BOT 1623 — Medical Office Terminology II.**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it is related to Medical Office Technology. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1713 — Mechanics of Communication.**

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

**BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 and BOT 2143).**

This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1843—Keyboard Concepts.**

This course places emphasis on improving keyboard techniques using the touch method. Two lectures. Two hour laboratory. Three hours credit.

**BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).**

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, news-letters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2143 — Operating Systems.**

This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2153 — Network Management (Prerequisite: Computer Application Elective).**

This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2323 — Database Management (Prerequisite: BOT 2143 and BOT 1413 or consent of instructor).**



This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).**

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1843 and BOT 1613).**

This course is designed to teach transcription of various medical documents. One lecture. Four hours laboratory. Three hours credit.

**BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).**

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One lecture. Four hours laboratory. Three hours credit.

**BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1143).**

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2743 — Medical Office Concepts (Prerequisites: BOT 1613 and/or BOT 1623).**

This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).**

This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2763 — Fundamentals of Medical Insurance Coding (Prerequisites: BOT 1613 and BOT 1623 or consent of instructor).**

This course is an introduction to major healthcare insurance programs and diagnostic and procedural coding systems. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2813 — Business Communication (Prerequisites: BOT 1713 and BOT 1843).**

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. Three lectures. Three hours credit.



**BOT 2823—Communication Technology (Prerequisite: BOT 1143 or consent of instructor).**

This course will present an overview of the resources available for online communications. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1143, BOT 2813, BOT 2323, & BOT 1813, or consent of instructor).**

This course integrates activities using applications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2913—Supervised Work Experience (Prerequisite: BOT 1433).**

This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Vocational Business Technology. Must be at least 135 clock hours of on-the-job training. Nine hours externship. Three hours credit.

**CNT 1413—Fundamentals of Data Communications.**

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Two hours laboratory. Three hours credit.

**CNT 1513—Internet Concepts**

**(Prerequisites: CNT 1413 or CPT 1323).**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

**CNT 1523—Network Components (Prerequisite: CNT 1413).**

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Two hours laboratory. Three hours credit.

**CNT 1614—Network Administration Using Novell**

**(Corequisites: CNT 1413 & CPT 1333).**

This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 1624—Network Administration Using Microsoft Windows NT Server (Corequisites: CNT 1413 & CPT 1333).**

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be



placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 1654 — Network Administration Using Linux.**  
(Corequisites: CNT 1413 & CPT 1333).

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2423 — System Maintenance (Prerequisite: CPT 1333).**

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

**CNT 2533 — Network Planning and Design (Prerequisite: CNT 1523).**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Two hours laboratory. Three hours credit.

**CNT 2544 — Project Management (Prerequisite: CNT 2533).**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2634 — Advanced Network Administration Using Novell**  
(Prerequisite: CNT 1614).

This course is a continuation of CNT 1614. Emphasis is placed on installation, configuration, and implementation of a Novell Network. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2644 — Advanced Network Administration Using Microsoft Windows NT Server (Prerequisites: CNT 1413, CNT 1624).**

This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1123 — Computer Concepts.**

This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1144 — Programming Development Concepts.**

This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.



**CPT 1214 — Visual BASIC Programming Language.**

Introduction to BASIC programming language to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1224 — RPG Programming Language (Prerequisite: CPT 1123).**

This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1234 — COBOL Programming Language  
(Prerequisite: CPT 1123).**

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1313 — Computer Operations.**

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1323 — Survey of Microcomputer Applications.**

This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1333 — Operating Platforms.**

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1343 — System Administration and Control  
(Prerequisite: CPT 1123).**

A study of the system administration of a mid-range computer including control language, utilities, and control commands. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1353 — Database Design Fundamentals.**

This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1414 — Java Programming Language.**

Introduction to the Java programming language to include sort, loops, arrays, and Applets. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1513 — Internet Concepts.**

This course is an introduction to the Internet and its uses in the world of



business. It includes basic and advanced features of the Internet, world Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

### **CPT 2133 — Career Development.**

This course provides practical exercises in both the technical and social skills necessary for employment. Interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships are stressed. Two lectures. Two hours laboratory. Three hours credit.

### **CPT 2153 — Network Management**

**(Prerequisites: BOT 1133 or CPT 1323).**

This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two lectures. Two hours laboratory. Three hours credit.

### **CPT 2244 — Database Programming (Prerequisite: CPT 1214).**

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

### **CPT 2264 — Advanced RPG Programming Language**

**(Prerequisite: CPT 1224).**

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

### **CPT 2274 — Advanced COBOL Programming Language**

**(Prerequisite: CPT 1234).**

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

### **CPT 2284 — C Programming Language (Prerequisite: CPT 1224).**

This course is designed to introduce the student to the C Programming Language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

### **CPT 2354 — Systems Analysis and Design**

**(Prerequisite: CPT 2264, or CPT 2274).**

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.



### **CPT 2373 — Network Fundamentals.**

This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

### **CPT 2424 — Advanced C Programming Language (Prerequisite: CPT 2284).**

This course is a continuation of the study of the C Programming language. Two lectures. Four hours laboratory. Four hours credit.

### **CPT 2434 — Advanced BASIC Programming Language (Prerequisite: CPT 1214).**

This course is a continuation of the BASIC Programming Language. Emphasis is placed on the database access, files access, controls, and structures. Two lectures. Four hours laboratory. Four hours credit.

### **CPT 2444—Script Programming.**

This course is an introduction to the use of integrating scripts to add functionality to web pages. Two lectures. Hours hours laboratory. Four hours credit.

### **CPT 2911-2916 — Work-Based Learning in Computer Information Systems.**

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

## **COLLISION REPAIR TECHNOLOGY**

### **ABT 1113 — Restraint Systems & Interior Trim.**

A course designed to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. One lecture. Four hours laboratory. Three hours credit.

### **ABT 1123 — Bolted Units, Assemblies, & Electrical Systems.**

A course which provides instruction in practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One lecture. Four hours laboratory. Three hours credit.

### **ABT 1133 — Glass & Related Hardware Installation & Sealing.**

A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed



to eliminate water leaks and wind noise. One lecture. Four hours laboratory. Three hours credit.

**ABT 1213 — Automotive Body Welding & Cutting.**

A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. One lecture. Four hours laboratory. Three hours credit.

**ABT 1313 — Refinishing I.**

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Two lectures. Two hours laboratory. Three hours credit.

**ABT 1324 — Refinishing II (Prerequisite: ABT 1313).**

A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. Two lectures. Four hours laboratory. Four hours credit.

**ABT 1414 — Sheet Metal Repair.**

A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. Two lectures. Four hours laboratory. Four hours credit.

**ABT 1423 — Body Panel and Upper Structural Repair I  
(Prerequisite: ABT 1414).**

A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). One lecture. Four hours laboratory. Three hours credit.

**ABT 2333 — Refinishing III (Prerequisite: ABT 1324).**

A continuation of Refinishing II with emphasis on advanced techniques; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. One lecture. Four hours laboratory. Three hours credit.

**ABT 2434 — Body Panel & Upper Structural Repair II  
(Prerequisite: ABT 1423).**

A continuation of Body Panel and Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the



replacement of sectioning of upper structural members. Two lectures. Four hours laboratory. Four hours credit.

**ABT 2513 — Frame & Underbody Structural Repair I.**

An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One lecture. Four hours laboratory. Three hours credit.

**ABT 2524 — Frame & Underbody Structural Repair II  
(Prerequisite: ABT 2513).**

This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair, repairing/replacing/sectioning structural components. One lecture. Six hours laboratory. Four hours credit.

**ABT 2613 — Fiberglass & Plastic Repair.**

A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One lecture. Four hours laboratory. Three hours credit.

**ABT 2713 — Collision Analysis and Estimation.**

This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2813 — Shop Operation & Management.**

An introduction to small business management techniques as applied to the collision repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two lectures. Two hours credit.

**ABT 291(1-3) — Special Problem in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

**ABT 292(1-3) — Work-Based Learning in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).**

This internship course provides actual work experience in a collision repair business under the direction of the employer and the instructor. Three to nine hours externship. One to three hours credit.



# DRAFTING AND DESIGN TECHNOLOGY

## **DDT 1112 — Building Codes for One & Two Family Dwellings.**

This course covers the codes which apply to the construction, addition, pre-fabrication, alteration, repair, use, occupancy and maintenance of detached one- and two-family dwellings and one-family townhouses not more than three stories in height, and their accessory structures. Specifically covered will be building planning, foundations, floors, walls, roof-ceiling construction, roof coverings, chimneys and fireplaces. Two hours lecture. Two hours credit.

## **DDT 1114 — Fundamentals of Drafting.**

Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. Two lectures. Four hours laboratory. Four hours credit.

## **DDT 1122 — Mechanical and Plumbing Codes for One & Two Family Dwellings.**

This course covers the codes governing mechanical systems and plumbing in one- and two-family dwellings. Specifically covered will be heating and cooling equipment, ventilation air supply, exhaust systems, refrigeration and storage systems. Plumbing codes will cover fixtures, water heaters, water supply and distribution, sanitary drainage and sewage disposal. Two hours lecture. Two hours credit.

## **DDT 1123—Computational Methods for Drafting.**

Study of computational skills required for the development of accurate design and drafting methods. One lecture. Four hours laboratory. Three hours credit.

## **DDT 1132 — Electrical Codes for One & Two Family Dwellings.**

This course covers requirements for the installation of electrical systems, equipment and components for indoors and outdoors, including services, power distribution systems, fixtures, appliances, devices and appurtenances. Specifically covered will be the equipment, fixtures, appliances, wiring methods and materials commonly used in the construction or alteration of one- and two-family dwellings and accessory structures. Two hours lecture. Two hours credit.

## **DDT 1133 — Machine Drafting I (Prerequisites: Fundamentals of Drafting - DDT 1114).**

Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures. Two hours laboratory. Three hours credit.

## **DDT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: DDT 1133).**



A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, runout, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 1213 — Construction Materials.**

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 1313 — Principles of CAD.**

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 1323 — Intermediate CAD (Prerequisite: DDT 1313).**

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 1413 — Elementary Surveying.**

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory.

### **DDT 1613 — Architectural Design I**

**(Prerequisites: Fundamentals of Drafting - DDT 1114).**

Presentation and application of architectural drafting room standards. One lecture. Four hours laboratory.

### **DDT 2153—Civil Drafting (Prerequisite: DDT 1323 or ENT 1323).**

Selected drafting techniques are applied to the problem of making maps, plot plans, plan and profile drawings using maps, field survey data, and related references. Theory of basic surveying techniques and instrument usage. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2163 — Machine Drafting II (Prerequisite: DDT 1133).**

A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerancing and dimensioning techniques. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2233 — Structural Drafting (Prerequisites: DDT 1114, ENT 1113, or GRA 1143).**

Structural section, terms and conventional abbreviations and symbols used



by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2243 — Cost Estimating**

(Prerequisites: Fundamentals of Drafting - DDT 1114).

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2253 — Statics and Strengths of Materials.**

Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2263 — Quality Assurance.**

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory.

### **DDT 2343 — Advanced CAD (Prerequisite: DDT 1114).**

Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. One lecture. Four hours laboratory. Three hours credit.

### **DDT 2363 — Computer Numerical Control (CNC) Drafting.**

A course to introduce students to the basics of numerical control machines. Two lectures. Three hours laboratory. Three hours credit.

### **DDT 2423 — Mapping and Topography Lab (Prerequisite: DDT 1413).**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2513 — Electronic Drafting.**

This course will introduce students to basic drafting skills necessary to produce block diagrams and schematics of electronic circuits. Two lectures. Two hours laboratory. Three hours credit.

### **DDT 2523 — Pipe Drafting.**

This course will provide the basic knowledge needed to create process pipe drawings using individual piping components. Emphasis will be placed on the terms used in industry, pipe components, and developing pipe drawings from



given data. Two lectures. Two hours laboratory. Three hours credit.

**DDT 2623 — Architectural Design II (Prerequisite: DDT 1613).**

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture. Four hours laboratory. Three hours credit.

**DDT 2911-2913 — Special Project (Prerequisite: Minimum of 12 semester hours drafting related courses).**

A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the students learning experience. Two to six hours laboratory. One to three hours credit.

**DDT 2923 — Introduction to Multimedia.**

This course provides a general overview of current issues in multimedia. By the end of the course, participants will have a sense of the potential of multimedia, know how multimedia can help them in their own work, and have a solid grounding for further study in multimedia design and production. This course assumes no knowledge of computing or multimedia. It is intended for students pursuing the value-added potential of multimedia, individuals who are deciding whether to become involved in multimedia production, and individuals who are beginning an indepth study of multimedia.

## **ELECTRONICS TECHNOLOGY**

**EET 1192 — Fundamentals of Electronics.**

This course is designed to provide fundamental skills associated with all electronic courses. This course emphasizes safety, breadboarding, use of calculatory, test equipment familiarization, soldering, electronic symbols, and terminology. One lecture. Two hours lab. Two hours credit.

**EET 1114 — DC Circuits.**

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Four hours credit.

**EET 1123 — AC Circuits.**

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

**EET 1214 — Digital Electronics.**

A course designed to introduce the student to number systems, logic cir-



cuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

**EET 1314 — Solid State Devices and Circuits.**

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

**EET 1324 — Microprocessors (Prerequisite EET 1214).**

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

**EET 2334 — Linear Integrated Circuits (Prerequisite EET 1314).**

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

**EET 2414 — Electronic Communications (Prerequisite EET 1314).**

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

**EET 2514 — Interfacing Techniques (Prerequisite EET 1324).**

A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two lectures. Four hours laboratory. Four hours credit.

**EET 2913 — Special Project (Fourth Semester Students only).**

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

## **EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC**

**EMT 1116 — Emergency Medical Technician-Basic.**

This course includes responsibilities of the EMT during each phase of an



ambulance run, patient assessment, emergency medical conditions, appropriate emergency care and appropriate procedures for transporting patient. 110 hours theory. Ten hours emergency room laboratory. Five ambulance runs. Six hours credit.

**EMT 1123 — Preparatory (Prerequisites: EMT 1116, Anatomy & Physiology I & II).**

This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, therapeutic communications, and life span development. Two hours lecture. Two hours laboratory. Three hours credit

**EMT 1213 — Pathophysiology (Corequisite: EMT 1123).**

This course provides information on abnormal functions of illness and disease processes in the human body. Two hours lecture. Two hours laboratory. Three hours credit.

**EMT 1313 — Airway Management and Ventilation. (Corequisite: EMT 1123, EMT 1213)**

This course will provide the student with the essential knowledge to attain a patent airway and managing the respiratory system using advanced techniques. One hour lecture. Four hours laboratory. Three hours credit.

**EMT 1414 — Patient Assessment (Corequisite: EMT 1123, EMT 1213, and EMT1313).**

This course will teach comprehensive history taking and physical exam techniques. Two hours lecture. Four hours laboratory. Four hours credit.

**EMT1423 — Special Considerations.**

This course will provide a comprehensive overview of providing care for the patient with special needs. Two lecture hours. Two hours laboratory. Three hours credit.

**EMT 1435 — Maternal/Child Emergencies.**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in maternal/child emergencies. Three hours lecture. Four hours laboratory. Five credit hours.

**EMT 1511 — Clinical Internship I (Corequisite: EMT 1123, EMT 1213, EMT 1313, and EMT 1414).**

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Two hours laboratory. One hour credit.



**EMT 1523 — Clinical Internship II (Prerequisites: All 1<sup>st</sup> year courses).**

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Nine hours Clinical. Three hours credit.

**EMT 1532 — Clinical Internship III (Prerequisites: All 1<sup>st</sup> year courses).**

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Six hours clinical. Two hours credit.

**EMT 1613 — Pharmacology (Corequisites: EMT 1123, EMT 1213, EMT 1313, EMT 1414, and EMT 1511).**

This course will teach comprehensive pharmacodynamics and pharmacokinetics. Two hours lecture. Two hours laboratory. Three hours credit.

**EMT 1714 — Trauma I (Corequisites: All 1<sup>st</sup> semester courses).**

This course will provide instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. One hour lecture. Six hours lab. Four hours credit.

**EMT 1814 — Acute Cardiology (Corequisites: All 1<sup>st</sup> year courses).**

This class will teach a comprehensive approach to the care of patients with acute cardiovascular compromise. Two hours lecture. Four hours lab. Four hours credit.

**EMT 2541 — Clinical internship IV (Prerequisites: All 1<sup>st</sup> year & summer courses).**

This course will provide clinical training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Six hours clinical. Two hours credit.

**EMT 2552 — Field Internship I (Corequisites: All 1<sup>st</sup> year & summer courses).**

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out of hospital field setting at approved sites with an approved preceptor. Six clinical hours. Two hours credit.

**EMT 2564 — Field Internship II (Corequisites: All 1<sup>st</sup> year, summer and 1<sup>st</sup> semester of the 2<sup>nd</sup> year courses).**

This course will provide advanced clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. Twelve hours clinical. Four hours credit.



**EMT 2724 — Trauma II (Prerequisites: All 1<sup>st</sup> year and summer courses).**

This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. Four lecture hours. Six clinical hours. Six hours credit.

**EMT 2824 — Advanced Cardiology (Corequisites: All 1<sup>st</sup> year & summer courses).**

This class will teach a comprehensive approach to the care of patients with complex cardiovascular compromise. Two hours lecture. Four hours lab. Four hours credit.

**EMT 2834 — Medical Emergencies I (Prerequisites: All 1<sup>st</sup> year and summer courses).**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. Two hours lecture. Six hours clinical. Four hours credit.

**EMT 2845 — Medical Emergencies II (Prerequisites: All 1<sup>st</sup> year, summer, and 1<sup>st</sup> semester of the 2<sup>nd</sup> year courses).**

This course will provide a detailed understanding of the anatomic structures, physiology and pathophysiology encountered when providing care in medical emergencies involving neurology, endocrinology, toxicology, and environmental emergencies. Three hours lecture. Four hours lab. Five hours credit.

**EMT 2915 — EMS Team Management (Corequisites: All 1<sup>st</sup> year, summer, and 1<sup>st</sup> semester of the 2<sup>nd</sup> year courses).**

This course teaches the skills necessary to manage complex and/or multipatient situations. Three hours lecture. Four hours lab. Five hours credit.

## **ENGINEERING TECHNOLOGY**

**ENT 1113 — Graphic Communication.**

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Two lectures. Four hours laboratory. Three hours credit.

**ENT 1133 — Technology Graphics (Prerequisite: GRA 1143 or ENT 1113).**

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.



**ENT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: DDT 1133).**

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1213 — Construction Materials.**

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1223 — Wood Technology.**

Study of wood production manufacturing sales, construction industries, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

**ENT 1313 — Principles of CAD.**

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1323 — Intermediate CAD (Prerequisite: DDT 1313 or ENT 1313).**

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1413 — Elementary Surveying.**

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory.

**ENT 1613 — Architectural Design I**

**(Prerequisite: DDT 1114, GRA 1143, or ENT 1113).**

Presentation and application of architectural drafting room standards. One lecture. Four hours laboratory.

**ENT 1813 — Basic Electricity & Electronics.**

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit.

**ENT 2153 — Civil Drafting (Prerequisite: ENT 1323 or DDT 1323).**

Selected drafting techniques are applied to the problem of making maps, plot plans, plan and profile drawings using maps, field survey data, and related



references. Theory of basic surveying techniques and instrument usage. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2233 — Structural Drafting (Prerequisite: ENT 1113, GRA 1143, or DDT 1114).**

Structural section, terms, and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2243 — Cost Estimating (Prerequisite: ENT 1113).**

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2253 — Statics & Strengths of Materials.**

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2263 — Quality Assurance.**

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2323 — Forging and Welding.**

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

**ENT 2343 — Advanced CAD (Prerequisite: DDT 1113 or ENT 1323).**

Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. One lecture. Four hours laboratory. Three hours credit.

**ENT 2413 — History and Appreciation of Artercrafts.**

Growth and development of the artercrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

**ENT 2423 — Mapping & Topography (Prerequisite: DDT 1413 or ENT 1413).**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures.



Two hours laboratory. Three hours credit.

**ENT 2443—Principles of Manufacturing Management (Prerequisite: ENT 1223).**

This course will include a study of manufacturing processes and materials. a problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. Two lectures. Four hours laboratory. Three hours credit.

**ENT 2623 — Architectural Design II (Prerequisite: DDT 1613 or ENT 1613).**

This courses emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One lecture. Four hours laboratory. Three hours credit.

**ENT 2643 — Architectural Rendering (Prerequisite: ENT 1613 or DDT 1613).**

Visual expression of architectural principles and structures. Perspective, shade, shadow, and color (using pencil, pen & ink, paint and new media). Two lectures. Two hours laboratory. Three hours credit.

**ENT 2713 — Architectural History.**

Analysis of achievements in the design and construction of major architectural developments from early times to present. Three lectures. Three hours credit.

**ENT 2913 — Special Project (Prerequisite: Minimum of 12 semester hours drafting related courses).**

A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

## **ENGLISH TECHNOLOGY**

**TEN 1103 — Developmental English I.**

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

**TEN 1203 — Developmental English II.**

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).



## FOREST TECHNOLOGY

### **AGT 1714 — Applied Soil Conservation and Use.**

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Two lectures. Two hours laboratory. Four hours credit.

### **FOT 1114 — Forest Measurement I.**

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1124 — Forest Measurement II.**

A continuation of Forest Measurement I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1314 — Forest Protection.**

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1414 — Forest Products Utilization.**

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

### **FOT 1713 — Dendrology.**

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

### **FOT 1813 — Survey of Forestry.**

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Two lectures. Three hours credit.



**FOT 2124 — Forest Surveying.**

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2424 — Timber Harvesting.**

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2614 — Silviculture I.**

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2624 — Silviculture II.**

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2911, FOT 2912, FOT 2913 — Special Problems in Forest Technology.**

A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

**FOT 2914 — Internship for Specialization.**

The student is given an introduction to the various fields of Forest Technology through employment with a forest industry or organization during the fourth semester. This occupational experience provides the student with the opportunity to practice and observe the application of some of the forestry principles learned. The Forest Technology faculty maintains close contact with the student and the employer. Reports by the student add depth to the experience. Five weeks. One to six hours credit.

**FOT 292(1-6) — Internship for Specialization.**

A continuation of FOT 2914. Six weeks. Five hours credit.

## **FUNERAL SERVICE TECHNOLOGY**

**FST 1113 — Mortuary Anatomy I**

(Corequisite: Math or Natural Science Elective).

A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

**FST 1123 — Mortuary Anatomy II (Prerequisite: FST 1113).**

Continuation of Mortuary Anatomy I, including all remaining body systems.



Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

**FST 1213 — Embalming I.**

Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

**FST 1225 — Embalming II (Prerequisite: FST 1213).**

Emphasis on special problems. Practice in the art of embalming. Clinical activities will require a minimum of 10 arterial and cavity embalming cases. Three lectures. Two hours laboratory. Three hours clinical. Five hours credit.

**FST 1313 — Funeral Directing.**

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

**FST 1413 — Funeral Service Ethics and Law.**

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

**FST 1513 — Restorative Art.**

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features to create an acceptable physical appearance of the deceased for the benefit of the surviving family members. Two lectures. Two hours laboratory. Three hours credit.

**FST 2273—Thanatochemistry.**

A survey of the principles of general, organic, bio, and embalming chemistry as they relate to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

**FST 2323 — Funeral Merchandising and Management.**

Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

**FST 2523 — Color and Cosmetics (Prerequisite: FST 1513).**

A continuation of Restorative Art. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

**FST 2613 — Microbiology.**

Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health, and embalming practice. NOTE! This class does not contain a laboratory and



will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

**FST 2623 — Pathology (Corequisite: FST 1123).**

The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.

**FST 2713 — Psychosocial Counseling in Funeral Service.**

A study which examines psychological concepts in the areas of dynamics of grief, grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

**FST 2811 — Comprehensive Review.**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. One lecture. One hour credit.

## **HEATING & AIR CONDITIONING TECHNOLOGY**

**ACT 1124 — Basic Compressions Refrigeration.**

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two lectures. Four hours laboratory. Four hours credit.

**ACT 1133 — Tools and Piping.**

A course to provide the student with various tube and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two lectures. Two hours laboratory. Three hours credit.

**ACT 1213 — Controls.**

Fundamentals of gas, fluid, electrical, and programmable controls. Two lectures. Two hours laboratory. Three hours credit.

**ACT 1313 — Refrigeration System Components.**

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two lectures. Two hours laboratory. Three hours credit.

**ACT 1432 — Refrigerant Recovery and Lubricants.**



Practical applications of refrigerants and lubricants according to the EPA standards. Includes recovery, recycling, and disposal. One lecture. Two hours laboratory. Two hours credit.

**ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration.**

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two lectures. Two hours laboratory. Three hours credit.

**ACT 1812 — Professional Service Procedures.**

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. One lecture. Two hours laboratory. Two hours credit.

**ACT 2324 — Commercial Refrigeration.**

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2414 — Air Conditioning I.**

Various types of residential and commercial air conditioning, including hydro-pic, absorption, and desiccant systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2424 — Air Conditioning II (Prerequisite: ACT 2414).**

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2513 — Heating Systems.**

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two lectures. Two hours laboratory. Three hours credit.

**ACT 2624 — Heat Load and Air Properties.**

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two lectures. Four hours laboratory. Four hours credit.

**ACT 291(1-3) — Special Project in Heating & A.C.**

**(Prerequisite: Consent of Instructor).**

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learn-



ing experience. Two-six hours laboratory. One-three hours credit.

**ACT 292(1-6) — Supervised Work Experience in Heating & A.C.  
(Prerequisite: Consent of Instructor).**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

## **GEOGRAPHICAL INFORMATION SYSTEMS**

**GIT 2113 – Database Construction and Maintenance (Pre/Co-Requisite: DDT 1313).**

A course designed to introduce database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods organizing and accessing data. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2123 – Fundamentals of Geographical Information Systems (GIS) (Pre/Co-Requisite: DDT 1313).**

This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2133 – Principles of Image Processing (Prerequisite: DDT 1313).**

This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various products, including topographic and thematic maps, aerial photographs, and satellite images. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2263 – Advanced Geographical Information Systems (Pre/Co-Requisite: DDT 2423 & GIT 2113).**

This is an integrated course that encompasses geographic data inputs, processing, and analysis directed toward objects of scientific investigation. One lecture. Four hours laboratory. Three hours credit.

**GIT 2273 – Remote Sensing.**

This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. One lecture. Four hours laboratory. Three hours credit.

**GIT 291(1-3) – Special Problem in Geographical Information Systems Technology (Prerequisite: 12 GIT courses).**



A course designed to provide the student with practical application of skills and knowledge gained in other Geographical Information Systems courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One to three lectures. Two to six hours laboratory. One to three hours credit.

**GIT 292(1-6) – Supervised Work Experience in Geographical Information systems Technology (Prerequisite: Sophomore standing in Geographical Information Systems Technology).**

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. One to 6 lectures. Three to 18 hours externship. One to six hours credit.

## **MACHINE TOOL OP/MACHINE SHOP TECHNOLOGY**

**MST 1115 — Power Machinery I.**

A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Six hours laboratory. Five hours credit.

**MST 1125 — Power Machinery II (Prerequisite: MST 1115).**

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Six hours laboratory. Five hours credit.

**MST 1233 — Basic Shop Math.**

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

**MST 1313 — Advanced Shop Mathematics.**

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

**MST 1413 — Blueprint Reading.**

A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

**MST 1423 — Advanced Blueprint Reading  
(Prerequisite: MST 1413).**

A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various



projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

### **MST 1613 — Precision Layout.**

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

### **MST 2135 — Power Machinery III (Prerequisite: MST 1125).**

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

### **MST 2144 — Power Machinery IV (Prerequisite: MST 2135).**

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

### **MST 2714 — Computer Numerical Control Operations I.**

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

### **MST 2725 — Computer Numerical Control Operations II (Pre/Corequisite: MST 2714).**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Six hours laboratory. Five hours credit.

### **MST 2812 — Metallurgy.**

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One lecture. Two hours laboratory. Two hours credit.

## **MARKETING MANAGEMENT TECHNOLOGY**

### **FMT 1113 — Fashion Design Fundamentals.**

Examines factors influencing fashion, color, line, and design. Includes applications of principles of art to clothing creation and selection. Two lectures. Two hours laboratory. Three hours credit.

### **FMT 1213 — Fashion Marketing.**

An introduction to the fashion industry, including fashion terminology, na-



ture of fashion, and the creating, manufacturing, and marketing of fashion. Two lectures. Two hours laboratory. Three hours credit.

**FMT 1223 — Product Knowledge.**

Study of the buying function with emphasis on the origin and composition of products, methods of production, quality indicators, the sale of merchandise, and the care of merchandise. Two hours lecture. Two hours laboratory. Three hours credit.

**FMT 2414 — Visual Merchandising.**

Application of fundamental principles of design, perspective, and color theory to advanced projects in merchandise presentation. Two lectures. Four hours laboratory. Four hours credit.

**FMT 2513 — Image and Wardrobe Consulting.**

Assessing and develop an appropriate client image for individuals in a variety of occupations and careers. Emphasis on solving figure problems, makeup techniques, wardrobe coordination, and use of modeling techniques to improve image. One lecture. Four hours laboratory. Three hours credit.

**MMT 1113 — Marketing I.**

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

**MMT 1123 — Marketing II (Prerequisite: MMT 1113).**

A continuation of MMT 1113. Three lectures. Three hours credit.

**MMT 1313 — Salesmanship.**

Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Two lectures. Two hours laboratory. Three hours credit.

**MMT 1323 — Advertising.**

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Two hours lecture. Two hours laboratory. Three hours credit.

**MMT 1413 — Merchandising Math.**

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture. Three hours credit.

**MMT 1753 — Marketing Seminar.**

Develops leadership skills and human relations skills necessary for suc-



cess in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic social and business responsibilities. Six hours laboratory. Three hours credit.

### **MMT 2213 — Management.**

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three lectures. Three hours credit.

### **MMT 2233 — Human Resource Management**

**(Prerequisites: MMT 1213).**

Objectives, organization, and functions, of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee service. Three lectures. Three hours credit.

### **MMT 2243 — Marketing Management Decision Making**

**(Prerequisite: MMT 1123).**

The study of effective marketing management decision making through case study analysis. Two lectures. Two hours laboratory. Three hours credit.

### **MMT 2313—E-Commerce Marketing.**

Introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning on-line business. Two hours lecture. Two hours laboratory. Three hours credit.

### **MMT 2323—Internet Marketing (Prerequisite: MMT 1113).**

Study of effective marketing principles as they apply to the electronic market place. Two hours lecture. Two hours laboratory. Three hours credit.

### **MMT 2333—Multimedia Presentations for Marketing.**

Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communications strategies. Two hours lecture. Two hours laboratory. Three hours credit.

### **MMT 2343—Web Page Design.**

Use creative marketing strategies, concepts, and techniques to design web sites that will reach designated target markets. Two hours lecture. Two hours laboratory. Three hours credit.

### **MMT 2423 — Retail Management.**

Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Two lectures. Two hours laboratory. Three hours credit.



**MMT 2513—Entrepreneurship.**

Study of the development of a product or services idea and the creation of business plan to further its growth. Two lectures. Two hours laboratory. Three hours credit.

**MMT 2523—Event Marketing.**

Design a plan for special events, trade and consumer shows, exhibitions, and conventions. Two hours lecture. Two hours laboratory. Three hours credit.

**MMT 2533—Purchasing/Supply Management.**

Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing, international purchasing, and quality specifications. Three hours lecture. Three hours credit.

**MMT 2613—International Marketing.**

Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. Three hours lecture. Three hours credit.

**MMT 2912—Study Tour (Prerequisite: Marketing Management Major).**

This is an elective course for students who wish to pursue international marketing opportunities. The tour encourages experiential learning through travel in the U.S. focusing on specialized area of study for marketing management. One hour lecture, tour required, formal paper required. Two semester hours credit.

## **MATHEMATICS TECHNOLOGY**

**TMA 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

## **OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY**

**OTA 1113—Foundations of Occupational Therapy.**

This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.



**OTA 1123 — Medical Terminology.**

This intake course is a study of medical language relating to body systems including diseases, physical conditions, abbreviations and symbols as applied to occupational therapy. In addition to term definitions, emphasis is placed on uniform terminology. Three lectures. Three hours credit.

**OTA 1213 — Pathology of Psychiatric Conditions.**

This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1223 — Pathology of Physical Disability Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1233 — Pathology of Developmental Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1314 — Kinesiology.**

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

**OTA 1413 — Therapeutic Media.**

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1424 — Occupational Therapy Skills.**

This intake course provides fundamental knowledge of practice skills used with patients/clients across the lifespan and with various diagnosis. Fundamentals of effective documentation and observation writing are also included. Three lectures. Two hours laboratory. Four hours credit.



**OTA 1513 — Group Process.**

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1913 Fieldwork I: Psychosocial/Specialty.**

This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the occupational therapy evaluation and intervention process. One lecture. Six hours clinical. Three hours credit.

**OTA 2613 — Occupational Therapy Assessment.**

This manipulation course provides the student with knowledge of assessment procedures, techniques, and instruments used in the practice of occupational therapy. Three lectures. Three hours credit.

**OTA 2713 — Concepts in Occupational Therapy.**

This manipulative course studies the theoretical basis for occupational therapy treatment techniques seen in the rehabilitation setting. Three lectures. Three hours credit.

**OTA 2811 — Health Care Systems.**

This intake course provides the student with a basic knowledge of the health care system: the evolution, problems, costs, reimbursement of services, terminology, and regulatory agencies. It also encompasses role delineation, supervision, and ethical and legal responsibilities of occupational therapy practitioners within the health care system. It will provide the student with information and knowledge concerning current trends and future implications within the health care system and the profession of OT. One lecture. One hour credit.

**OTA 2961 — Occupational Therapy Transitions.**

This intake course is designed to develop pre-employment skills, promote awareness of legal aspects of occupational therapy, and prepare for the national certification examination. One lecture. One hour credit.

**OTA 2926 — Fieldwork II: Psychosocial Disabilities.**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. The Level II assignments require the student to encounter a variety of psychiatric, physical, and developmental conditions in several selected settings. Student will assume increasing responsibility



ties for evaluating patients and planning/implementing patient progress under appropriate supervision. Eighteen hours clinical. Six hours credit.

**OTA 2935 — Fieldwork I: Physical Dysfunction/Pediatrics.**

This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the occupational therapy evaluation and intervention process. One lecture. Twelve hours clinical. Five hours credit.

**OTA 2946 — Fieldwork II: Physical Dysfunction.**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. The Level II assignments require the student to encounter a variety of psychiatric, physical, and developmental conditions in several selected clinical settings. Students will assume increasing responsibilities for evaluating patients and planning/implementing patient progress under appropriate supervision. Eighteen hours clinical. Six hours credit.

**OTA 2955 — Fieldwork II: Pediatric/Specialty.**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. The level II assignments require the student to encounter a variety of psychiatric, physical, and developmental conditions in several selected clinical settings. Students will assume increasing responsibilities for evaluating patients and planning/implementing patient progress under appropriate supervision. Fifteen hours clinical. Five hours credit.

## **READING TECHNOLOGY**

**TRE 1103 — Developmental Reading I.**

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

**TRE 1203 — Developmental Reading II.**

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

## **SURGICAL TECHNOLOGY**

**SUT 1113 — Fundamentals of Surgical Technology (Corequisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).**

This is a basic introductory course including hospital and surgical suite



organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

**SUT 1216 — Principles of Surgical Technique (Corequisites: All 1st semester courses).**

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. One lecture. Ten hours laboratory. Six hours credit.

**SUT 1314 — Surgical Anatomy (Corequisites: All 1st semester courses).**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

**SUT 1413 — Surgical Microbiology (Corequisites: All 1st semester courses).**

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

**SUT 1518 — Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

**SUT 1528 — Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; oral & maxcillo facial surgery, pediatrics, and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

**SUT 1538 — Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.



## WORK-BASED LEARNING

**WBL 191(1-3) — Work-Based Learning I.**

**WBL 192(1-3) — Work-Based Learning II.**

**WBL 193(1-3) — Work-Based Learning III.**

**WBL 291(1-3) — Work-Based Learning IV.**

**WBL 292(1-3) — Work-Based Learning V.**

**WBL 293(1-3) — Work-Based Learning VI.**

Work-Based Learning is a structured work-site learning experience for Vocational/Technical majors in which the student, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. The program includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester. Credit is awarded based on the following chart:

90	contact hours per semester = 1 hour credit
180	contact hours per semester = 2 hours credit
270	contact hours per semester = 3 hours credit



# VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

## COSMETOLOGY

### **COV 1117 — Fundamentals of Cosmetology.**

This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. Three lectures. Twelve hours laboratory. Seven hours credit.

### **COV 1213 — Cosmetology Theory I (Prerequisite: COV 1117).**

Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. Three lectures. Three hours credit.

### **COV 1225 — Cosmetology Theory II (Prerequisite: COV 1117).**

Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are covered. Five lectures. Five hours credit.

### **COV 1236 — Cosmetology Theory III (Prerequisite: COV 1225).**

Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. Six lectures. Six hours credit.

### **COV 1311 — Scalp and Hair Treatment (Prerequisite: COV 1213).**

Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. Three hours laboratory. One hour credit.

### **COV 1321 — Hair Shaping (Prerequisite: COV 1213).**

Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Three hours laboratory. One hour credit.



**COV 1372 — Artistry of Hair Design/Wet Hairstyling (Prerequisite: COV 1213).**

Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. Six hours laboratory. Two hours credit.

**COV 1333 — Permanent Waves (Prerequisite: COV 1225).**

Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. Nine hours laboratory. Three hours credit.

**COV 1345— Hair Coloring and Lightening (Prerequisite: COV 1225).**

Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. Fifteen hours laboratory. Three hours credit.

**COV 1352 — Chemical Hair Relaxing (Prerequisite: COV 1225).**

Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. Six hours laboratory. Two hours credit.

**COV 1362 — Thermal Techniques (Prerequisite: COV 1236).**

Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Six hours laboratory. Two hours credit.

**COV 1411 — Artistry of Artificial Hair**

**(Prerequisites: COV 1117, COV 1311, COV 1321 and COV 1322).**

Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. Three hours laboratory. One hour credit.

**COV 1512 — Manicure and Pedicure (Prerequisite: COV 1225).**

Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, message and sanitary care, nail irregularities and diseases, and safety considerations. Six hours laboratory. Two hours credit.

**COV 1612 — Facials and Makeup (Prerequisite: COV 1236).**

Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. Six hours laboratory. Two hours credit.

**COV 1712 — Salon Management (Prerequisite: COV 1236).**

Practical application in opening and operating a beauty salon in accordance with state regulations. Six hours laboratory. Two hours credit.



## **COSMETOLOGY - TEACHER TRAINEE**

### **CIV 1113 — Observation and Law, Rules and Regulations.**

This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. The student will also develop an understanding of the law, rules, and regulations that govern cosmetology in the state. 90 clock hours. Three hours credit.

### **CIV 1118 — Observation and Law, Rules and Regulations.**

This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. 224 clock hours. Eight hours credit.

### **CIV 1122 — Cosmetology Law, Rules and Regulations.**

The student will develop an understanding of the laws, rules and regulations that govern cosmetology in the state. 34 clock hours. Two hours credit.

### **CIV 1125 — Principles of Teaching.**

This course is designed to identify the characteristics of a professional teacher. Planning the course, preparing lesson plans, and the steps of teaching will also be covered in the course. 150 clock hours. Five hours credit.

### **CIV 1132 — Measurement and Evaluation.**

This course will instruct the student in the art of testing and evaluating students. 60 clock hours. Two hours credit.

### **CIV 1143 — Principles of Motivation and Learning.**

This course will study the different motivational theory and technique methods of motivation. The laws governing the learning processes will also be explored. 90 clock hours. Three hours credit.

### **CIV 1216 — Methods of Teaching.**

This course will introduce the methods, procedures, and techniques of teaching to the student. 180 clock hours. Six hours credit.

### **CIV 1223 — Classroom Management.**

This course will explore the concepts of effective classroom management. 90 clock hours. Three hours credit.

### **CIV 1233 — Teaching Materials.**

This course will introduce the different teaching materials that might be available to the instructor. 90 clock hours. Three hours credit.

### **CIV 1239 — Preparation for Teaching.**

This course gives instruction on planning the course and preparing lesson plans. 255 clock hours. Nine hours credit.



**CIV 1249 — Student Motivation and Learning.**

This course will teach the different motivational applications needed for student learning. The laws governing the learning processes will also be explored. 272 clock hours. Nine hours credit.

**CIV 1253 — Evaluation of Students.**

This course will instruct the trainee in the art of testing and evaluating students. 85 clock hours. Three hours credit.

**CIV 1510 — The Professional Teacher.**

This course is designed to identify the characteristics of a Professional teacher. 272 clock hours. Ten hours credit.

**CIV 2328 — Procedures and Techniques of Teaching.**

This course will instruct the trainee in conducting practical classes and working with individual student needs. 120 clock hours. Eight hours credit.

**CIV 2511 — Methods of Teaching.**

This course will introduce the methods of teaching through lectures, discussion and demonstration. 190 clock hours. Eleven hours credit.

**CIV 2611 — Classroom Management.**

This course will explore the concepts of effective classroom management. 304 clock hours. Eleven hours credit.

**CIV 2711 — Teaching Materials.**

This course will introduce the different teaching materials that are available to the instructor. 304 clock hours. Eleven hours credit.

## **PRACTICAL NURSING**

**PNV 1113 — Basic Nutrition.**

This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three lectures. Three hours credit.

**PNV 1213 — Body Structure and Function.**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two lectures. Two hours laboratory. Three hours credit.

**PNV 1312 — Growth and Development.**

This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. Two lectures. Two hours credit.

**PNV 1412 — Geriatric Nursing.**

This course utilizes the nursing process to teach the care of the geriatric



patient. Clinical experience in a long term facility is a component of this course. One lecture. Three hours clinical laboratory. Two hours credit.

### **PNV 1425 — Fundamentals of Nursing.**

This course provides the student with knowledge and skills necessary to care for the individual. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. Five lectures. Five hours credit.

### **PNV 1434 — Fundamentals of Nursing Lab.**

This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Six hours laboratory. Three hours clinical. Four hours credit.

### **PNV 1513 — Pharmacology.**

This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, basic math, and measurement, regulatory requirements and basic principles of drug administration. Two lectures. Two hours laboratory. Three hours credit.

### **PNV 1615 — Medical/Surgical Nursing.**

This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardio-vascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five lectures. Five hours credit.

### **PNV 1624 — Medical/Surgical Lab and Clinical.**

This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

### **PNV 1633 — Alterations in Adult Health.**

In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculo-skeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three lectures. Three hours credit.

### **PNV 1644 — Alterations in Adult Health Lab and Clinical.**

This course includes supervised clinical experience for application of medical/



surgical theory and the development of skills and the use of nursing process by applying principles and knowledge gained in preceding courses. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

**PNV 1717 — Maternal-Child Nursing.**

This course utilizes the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. Five lectures. Six hours clinical laboratory. Seven hours credit.

**PNV 1813 — Psychiatric Concepts.**

This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two lectures. Three hours clinical. Three hours credit.

**PNV 1912 — Nursing Transition.**

This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One lecture. Three hours clinical laboratory. Two hours credit.

## **WELDING, BRAZING AND SOLDERING**

**WLV 1117 — Shielded Metal Arc Welding (SMAW).**

This course is designed to teach students welding techniques using electrodes. One lecture. Twelve hours laboratory. Seven hours credit.

**WLV 1124 — Gas Metal Arc Welding (GMAW).**

This course is designed to give the student experience in various welding applications with the M.I.G. welder including short circuiting and pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

**WLV 1136 — Gas Tungsten Arc Welding (GTAW).**

This course is designed to give the student experience in various welding applications with the T.I.G. welder. One lecture. Ten hours laboratory. Six hours credit.

**WLV 1143 — Flux Cored Arc Welding (FCAW).**

This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

**WLV 1152 — Pipe Welding I.**

This course is designed to give the student experience in pipe welding proce-



dures. One lecture. Two hours laboratory. Two hours credit.

**WLV 1153 — Pipe Welding II (Prerequisite: WLW 1152).**

This course is a continuation of WLW 1152. One Lecture. Four hours laboratory. Three hours credit.

**WLW 1171 — Welding Inspection and Testing Principles.**

This course is designed to give the student experience in inspection and testing of welds. Two hours laboratory. One hour credit.

**WLW 1211 — Plasma Arc Cutting (PAC).**

This course is designed to give the student experience in PAC. Two hours laboratory. One hour credit.

**WLW 1231 — Drawing and Welding Symbol Interpretation.**

This course is designed to give the student advanced experience in reading welding symbols and making on-site changes by freehand sketching. Two hours laboratory. One hour credit.

**WLW 1242 — Oxyfuel Gas Cutting Principles and Practices.**

This course is designed to give the student experience in OAW and brazing. One lecture. Two hours laboratory. Two hours credit.

**WLW 1912 — Special Problems in Welding and Cutting.**

A course designed to provide the student with practical application of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Four hours laboratory. Two hours credit.

**WLW 1922 — Work-Based Learning in Welding and Cutting.**

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. 90 clock hours of industrial work experience. Two hours credit.



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